

New College of Florida

Satisfactory Academic Progress Policy for Financial Aid Purposes

Students with Title IV financial aid at New College of Florida (NCF) must meet the requirements of the Satisfactory Academic Progress (SAP) Policy for Financial Aid Purposes. This Policy may be stricter than the academic program requirements. It is based on satisfactory completion of semester contracts, Independent Study Projects (ISPs), individual courses, and other work attempted.

1 unit = 4 semester hour equivalents. NCF checks SAP in part through the system of units that tracks the 124 hours required for graduation. Each NCF ISP, and each semester-long course, tutorial, and Independent Reading Project is assigned 1 unit attempted. For a modular (or modular equivalent) attempt, ½ unit is assigned.

New College of Florida Graduation Requirements

1. Seven satisfactory semester contracts;
2. Three satisfactory Independent Study Projects (ISPs);
3. The satisfactory completion of 31 units (a unit being equivalent to a full-semester course or an ISP);
4. The satisfactory completion of the Liberal Arts Curriculum requirements, including: study in a broad range of subjects; study of diverse perspectives; basic proficiency in mathematics, and English language; and advanced proficiency in written and oral English language;
5. A satisfactory Baccalaureate Examination (usually in the form of an oral defense of the senior project);
6. A satisfactory Senior Project or Thesis, accepted in final form by Library staff.

Please note: A student who seeks to graduate with the minimum number of contracts should plan for satisfactory completion of an average of least 4 units per contract. However, a student's individual pace within the program may require additional time to complete graduation requirements.

The most straightforward way to meet SAP Requirements is satisfactory completion—on time—of all NCF contracts, ISPs, all other graduation requirements, and each unit attempted, without exceeding 46.5 cumulative unit attempts. However, the SAP Policy does permit limited flexibility for withdrawals, incompletes, and unsatisfactory evaluations. When negotiating contracts and ISPs with the faculty contract sponsor, students on financial aid should keep the SAP Requirements in mind to plan for timely graduation.

SAP Review: NCF will review these 3 SAP Requirements after each semester, for each student on financial aid:

1. **Academic standing consistent with NCF's requirements for graduation: satisfactory completion of academic contracts and Independent Study Projects (ISPs).** If an NCF Summer Program is available and the student enrolls in it, then satisfactory completion of that summer course work is required toward meeting SAP for aid eligibility in the student's following semester.
2. **Ability to complete remaining contract, ISP, and unit requirements without exceeding 46.5 cumulative unit attempts, and 4 units per semester contract.**
3. **Satisfactory completion of at least two-thirds (67%) of all cumulative units attempted toward graduation.** (*This is calculated by dividing cumulative units satisfactorily completed by all cumulative unit attempts.*)

4-Week Drop/Add Period: Beginning with the Fall 2014 semester, a drop/add period of 4 weeks will be observed. That is, a student who remains enrolled in the semester may—with the consent of faculty—change course choices during the first 4 weeks of the term. This allows the student to drop units without penalty to requirements #2 (Maximum Time Frame) and #3 (Pace to Graduation); the student's unit attempts will be based on the educational activities that remain listed on the student's academic contract after the fourth week of the semester.

Re-Checks of SAP. A student whose contract, ISP, and/or unit status caused failure to meet the SAP requirement—or who believes that the SAP status is incorrect—can request to have the SAP status re-checked before the end of that semester. Re-checks are not done automatically—it is the student's responsibility to request consideration of an update or correction to the status.

The 3 SAP Requirements in Detail

When a student fails to meet any SAP Requirement, financial aid will either be terminated, or restricted through Financial Aid Warning or Financial Aid Probation Status. The Office of Admissions and Financial Aid will notify the student of any change in financial aid status once SAP has been reviewed after the end of the term (or Summer Program payment period).

#1 Academic standing consistent with NCF's requirements for graduation: satisfactory completion of academic contracts and ISPs. (*Requirement #1 is the SAP Qualitative Component—academic standing consistent with the school's requirements for graduation.*) Students at New College maintain academic standing consistent with the school's requirements for graduation through satisfactory completion of their semester academic contracts and ISPs. *Summer Program—if an NCF summer program is available and the student enrolls in it, then satisfactory completion of that course work is required toward meeting SAP for aid eligibility in the student's following semester; the deadline for changing course choice, or officially withdrawing from this program without penalty to academic standing for SAP will be posted in the registration materials.*

In order for a student's performance in a course or academic activity to be designated "satisfactory," it is expected that he or she will complete work that meets or exceeds a standard that is uniformly applied to all students in that course. Academic performance that does not meet this standard is designated "unsatisfactory." At New College this satisfactory or unsatisfactory designation is always accompanied by a narrative evaluation that describes the quality and character of the student's academic work.

Because New College is the Honors College for the state of Florida, instructors have high expectations for student outcomes, and established performance norms are also high. This means that student work that is designated satisfactory in a course, tutorial, independent reading project, or independent study project is apt to exceed common minimum standards and would likely earn a B or an A in a traditional grading system. A final designation of "satisfactory" for an academic activity at New College is equivalent to *at least* a C (2.0) or higher in a traditional grading system.

The academic contract registers the student's units (courses, tutorials, Independent Reading Projects) for the semester. Criteria for satisfactory evaluation of each unit of academic work are based upon established norms defined by the faculty at the beginning of the semester or Independent Study Project. Criteria for satisfactory completion of the academic contract are individually negotiated between the student and the student's faculty contract sponsor (advisor).

The student is expected to complete 1 satisfactory academic contract for each semester registered. In addition, the student is expected to complete 1 satisfactory Independent Study Project for each ISP registered. *Summer Program—if an NCF summer program is available and the student enrolls in it, then satisfactory completion of that summer course work is required toward meeting SAP for aid eligibility in the student's following semester; the deadline for changing course choice, or officially withdrawing from this program without penalty to academic standing for SAP will be posted in the registration materials.*

At each SAP review, the student's record must reflect the following:

- Satisfactory completion of the semester's academic contract; and
- Satisfactory completion of the ISP (if registered) within the one-semester grace period; or
- If an NCF summer program is available and the student enrolls in it, then satisfactory completion of the course work is required toward meeting SAP for aid eligibility in the student's following semester; the deadline for changing course choice, or officially withdrawing from this program without penalty to academic standing for SAP will be posted in the registration materials.

Unsatisfactory, Incomplete, or Unevaluated Contract or ISP: With the exception of the one-semester grace period for satisfactory ISP completion, the student will not meet SAP with an unsatisfactory, incomplete, or unevaluated contract or ISP.

Unsatisfactory, Incomplete, or Unevaluated Summer Program Course Work: the student will not meet SAP with summer program course work that is unsatisfactory, incomplete, or unevaluated.

Transfer Contracts and ISPs: Any transfer contract or ISP attempted after initial NCF enrollment (via work at a host institution) counts toward Requirement #1.

Emergency Leave of Absence or Leave of Absence: Contract and unit work begun but not satisfactorily completed due to Emergency Leave of Absence or Leave of Absence counts as work attempted but unsatisfactory for financial aid purposes.

Withdrawal: A contract not satisfactorily completed due to Withdrawal, Official or Unofficial (e.g., ceasing course/tutorial attendance before the end of the term), counts as a contract attempted but unsatisfactory for financial aid purposes. *If an NCF summer program is available and a student enrolls in it, the deadline for changing course choice, or officially withdrawing from this program without penalty to academic standing for SAP, will be posted in the registration materials.*

Meeting Requirement #1 at the Next SAP Review: Except for students subject to review for academic dismissal (see below), the student will meet Requirement #1 for the next enrolled semester period's SAP Review with satisfactory completion of the semester's contract (and ISP, if registered).

Review for Academic Dismissal Triggers/Termination of Financial Aid:

- Two unsatisfactory contracts, which need not be consecutive.
- In any order, one unsatisfactory contract and two unsatisfactory ISPs; again, they need not be consecutive.
- One unsatisfactory contract, for students who were readmitted after having previously been dismissed.

Financial aid will automatically be terminated on the basis of any of these dismissal triggers.

#2 Ability to graduate without exceeding 46.5 cumulative unit attempts, and 4 units per semester contract.

(Requirement #2 is part of the SAP Quantitative Component—Maximum Timeframe.) The minimum length of NCF's degree program is 31 units, satisfactorily completed. The Maximum Timeframe is 46.5 cumulative unit attempts for NCF Title IV financial aid recipients (150% of 31 units). Attempts include the following:

- all units that remain listed on the student's academic contract as educational activities, after the four-week drop/add period
- all units accepted in transfer
- all subsequent units registered (including any that are satisfactory, unsatisfactory, pre-emptively unsatisfactory, incomplete, unevaluated, or unearned due to leaving the school or ceasing class/tutorial attendance)
- in the case of unit work through an NCF summer program, the deadline for withdrawing or dropping course work without penalty to academic standing for SAP will be posted in the registration materials

The student meets Requirement #2 if it is possible to complete graduation requirements (including the requirements of 7 contracts, 3 ISPs, 31 units, and the baccalaureate exam) without exceeding 4 units per subsequent semester contract, and without exceeding 46.5 cumulative unit attempts. If the student cannot do both, then the student's aid will be terminated unless saved by successful appeal for Financial Aid Probation.

Units from Dual Enrollment and Other College Transfer Credit: For Requirement #2, college courses taken prior to initial enrollment at NCF are assigned units attempted and satisfactorily completed if they are accepted toward the NCF degree. After initial enrollment, units attempted are assigned for off-campus study through a host institution; the units are counted as satisfactorily completed if transferred to the NCF degree by the first day of classes after the one-semester grace period. Transfer credit is assigned 1 unit for every 4 semester hours (or every 6 quarter hours).

#3 Satisfactory completion of at least two-thirds or 67% of all cumulative units attempted toward graduation requirements. (*Requirement #3 is part of the SAP Quantitative Component—Rate of Progress, or Pace, to Graduation within Maximum Timeframe.*) Criteria for satisfactory evaluation of course work toward the contract are based upon established norms presented at the beginning of the course. Criteria for satisfactory evaluation of independent work are individually negotiated between the student and the sponsoring faculty member. The rate of progress for this Requirement is calculated by dividing the cumulative units satisfactorily completed by all cumulative units attempted. Cumulative units for calculating pace to graduation include the following:

- all units that remain listed on the student's academic contract as educational activities, after the four-week drop/add period
- all units accepted in transfer
- all subsequent units registered (including any that are satisfactory, unsatisfactory, pre-emptively unsatisfactory, incomplete, unevaluated, or unearned due to leaving the school or ceasing class/tutorial attendance)
- in the case of unit work through an NCF summer program, the deadline for withdrawing or dropping course work without penalty to academic standing for SAP will be posted in the registration materials

It is important to note that students and faculty frequently negotiate academic contract criteria that exceed the two-thirds (67%) quantitative requirements of SAP; the quantitative requirements impose restrictions for financial aid purposes, but do not replace the contract criteria for progress in the academic program.

Special Conditions for Requirement #3

The number of semester contracts attempted determines the standard: NCF uses a graduated standard; for each of the first three semester contracts attempted, students must meet the standard for Requirement #3 at the 50% level. By the end of the fourth semester contract attempted and each semester thereafter, students are required to meet the standard at the two-thirds or 67% level. All NCF contracts registered—including any that are incomplete or unsatisfactory due to Withdrawal, ceasing class or tutorial attendance before the end of the term, Leave of Absence, or Emergency Leave of Absence—count toward contracts attempted.

Transfer semester contracts count toward contract attempts: This includes any transfer contracts accepted toward the degree program for work prior to initial enrollment at NCF, and any transfer semester contracts attempted after initial NCF enrollment (via work at a host institution).

Repetitions count, but have other restrictions. All repeated attempts of NCF courses and tutorials (that remain listed as academic activities after the four-week drop/add period), and repeated project units will count toward measurement of Requirement #3. A course, tutorial, or project unsatisfactorily completed may be repeated until it is satisfactorily completed; however, once satisfactorily completed, only one voluntary repetition is permitted toward the student's full-time load for financial aid purposes.

Semester contract attempts #1, #2, and #3: At SAP evaluation of each of the first three semesters, the student must have satisfactorily completed at least 50% of all cumulative units attempted (and reasonably able to reach 67% with the fourth contract attempt, without exceeding 4 units per semester).

Semester contract attempt #4, and each semester contract attempt thereafter: At SAP evaluation of the fourth semester and each semester thereafter, the student must have satisfactorily completed at least two-thirds or 67% of all cumulative units attempted.

Units from Dual Enrollment and Other College Transfer Credit: For Requirement #3, college courses taken prior to initial enrollment at NCF are assigned units attempted and satisfactorily completed if they are accepted toward the NCF degree. After initial enrollment, units attempted are assigned for off-campus study through a host institution; the units are counted as satisfactorily completed if transferred to the NCF degree by the first day of classes after the one-semester grace period. Transfer credit is assigned 1 unit for every 4 semester hours (or every 6 quarter hours).

Additional Definitions for SAP: Academic Year. NCF's program is full-time and undergraduate, using one academic year definition for all students. The minimum academic year comprises the fall and spring semester terms (each semester lasting roughly 4 months or 16 weeks), and the January interterm for Independent Study Projects (between the two semesters). Each semester represents one payment period; the January interterm is attached to the fall semester payment period. A student is not required to register for the January interterm after satisfactory completion of 3 Independent Study Projects. **Additional payment period for summer program.** In the event that an NCF summer program is available and the student enrolls in it, then unit assignment from summer program course work will not be attached to a contract or ISP. **Semester Hours and Terms.** As of Fall 2011, NCF's program uses semester credit hours with terms, tracking semester hours through a system in which 1 unit is equivalent to 4 semester hours. For NCF educational activities attempted prior to Fall 2011, units will be assigned in the same way. For transfer credit attempted for assignment to the degree prior to Fall 2011, every 4 semester hours (or every 6 quarter hours) will be counted as 1 unit. **Full-Time Study.** All NCF students are required to enroll full-time—as of Fall 2011, this is defined as at least 3 units per term (equivalent to at least 12 semester hours per term). Enrollment within module 1 or module 2 of a semester may not fall below

three units. An Independent Study Project at NCF, measured as 1 unit, is in addition to the 3 units required for full-time study in the fall semester term. An exception to the full-time study requirement is in the event that an NCF summer program is available; full-time study (12 semester hours per payment period) is not available in summer.

PENALTIES FOR FAILING TO MEET ONE OR MORE REQUIREMENTS OF SAP

The Office of Admissions and Financial Aid will consider whether to terminate financial aid if the student does not meet all 3 SAP Requirements. If the student can reasonably be expected to meet SAP requirements with successful work in a specific timeframe, the student may be assigned Financial Aid Warning Status or Financial Aid Probation Status. The Office of Admissions and Financial Aid will notify the student of the decision—to terminate aid, to assign Financial Aid Warning Status, or to assign Financial Aid Probation Status—after the payment period's SAP review.

TERMINATION OF FINANCIAL AID: Unless the student successfully appeals for Financial Aid Probation status, aid will be terminated if a student does not meet all 3 SAP Requirements with the end of the assigned period for Financial Aid Warning or Financial Aid Probation, or if the student will not be able to graduate within 46.5 cumulative unit attempts (or without taking unusually heavy loads).

FINANCIAL AID WARNING STATUS: When granted, this permits a student one additional payment period of Title IV aid eligibility, even though the student has failed to meet one or more requirements of SAP. The purpose is to provide funding for that period because the student should be able to meet SAP requirements with successful work from that additional term.

No request or appeal is needed for this status, but some restrictions apply. The student will not be assigned Financial Aid Warning Status if one or more of the following applies:

- The student was on Financial Aid Warning Status or Financial Aid Probation Status for his or her prior payment period. (This is because a student may not remain on Financial Aid Warning Status for two consecutive payment periods.) The student's aid will be terminated unless the student successfully appeals for Financial Aid Probation.
- The student is unlikely to graduate within Maximum Timeframe without an unusually heavy workload (more than 4 units per semester contract). The student's aid will be terminated without a successful appeal for Financial Aid Probation.
- The student meets a dismissal trigger.

If granted, Financial Aid Warning Status allows the student the chance to re-establish eligibility for Title IV aid by meeting SAP requirements at the end of the semester or NCF summer program payment period. If the student does not meet SAP requirements at the next semester or summer program SAP review, the student's Title IV aid will be terminated unless the student successfully appeals for Financial Aid Probation.

FINANCIAL AID PROBATION STATUS: A Title IV aid recipient whose aid has been, or will be, terminated can submit a letter of appeal to the Office of Admissions and Financial Aid, requesting Financial Aid Probation status. The purpose of Financial Aid Probation status is to provide the student with funding for the chance to meet SAP requirements with successful work according to an academic plan for one additional payment period, or multiple payment periods.

In either case, Financial Aid Probation will be lifted if the student has successfully met the requirements of SAP by the specific point in time designated for the Financial Aid Probation period. Additionally, Financial Aid Probation Status may be granted to extend the Maximum Timeframe to provide the student with an extra semester of funding to graduate.

Appeals for Financial Aid Probation Status are considered and decided by the Dean of Enrollment Services and/or by the Director of Financial Aid. Appeals are not, however, granted automatically.

Letter of Appeal for Financial Aid Probation. The letter of appeal must be written by the student, and include the following:

- Why the student failed to meet the SAP requirements (information on the death of a relative, injury or illness of the student, or other special circumstances and information)
- What has changed in the student's situation that will allow the student to meet the SAP requirements

Additional support (e.g., documentation such as a physician letter or letter from the faculty sponsor) is strongly recommended.

The letter of appeal should be submitted to: Attn: Director of Financial Aid
New College of Florida Office of Admissions and Financial Aid
5800 Bay Shore Road
Sarasota FL 34243

Financial Aid Probation, if granted, allows the student the chance to re-establish eligibility for Title IV aid by meeting SAP requirements at the end of the assigned Probation period. Unless Financial Aid Probation was assigned to provide an extension of the Maximum Timeframe, or the student reaches Maximum Timeframe with the end of the Financial Aid Probation period, the student's Financial Aid Probation will be lifted if the student meets SAP requirements at the specific point in time granted as the end of the Academic Plan, or if the student is successfully following an academic plan approved for Financial Aid Probation purposes.

One Appeal. If the student does not meet SAP requirements at the end of the Financial Aid Probation Status period assigned, the student's Title IV aid will be terminated unless the student successfully appeals again for Financial Aid Probation. Typically, however, not more than one appeal will be granted during a student's career at New College of Florida.