

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 4 - Academic Affairs

4-1003 Academic Records from Other Institutions

- (1) In order for the College to evaluate the academic performance of degree-seeking students in an equitable manner, the College must have complete post-secondary academic records for each student.
- (2) Undergraduate and graduate degree-seeking students are responsible for ensuring that the College receives complete official transcripts of all academic work they have taken at other post-secondary institutions. This policy applies to all post-secondary academic work taken prior to New College of Florida entry/re-entry as a degree-seeking student; likewise, it applies to all post-secondary academic work taken between the time of entry/re-entry as a degree-seeking student and the time of application for a New College of Florida degree. The policy includes academic work taken by continuing degree-seeking students as cross-enrollees or transients at other institutions, whether or not the students have filed cross-enrollment or transient student forms with New College of Florida. Continuing degree-seeking students who register for academic work at another institution must ensure that New College of Florida receives official transcripts of this work within 60 days of the end of the term in which it was taken.
- (3) Failure to comply with this policy may result in the retroactive denial of admission to the College and/or the invalidation of credits or degrees earned.
- (4) Military Veterans and Active Duty. New College of Florida allows students who are or were eligible members of the United States Armed Forces to earn appropriate college credit for college-level training and education acquired in the military.
 - (a) College Credit for Military Training and Education Courses
 1. College credit will be granted to students with military training or coursework that is recognized by the American Council on Education (ACE) subject to the regular NCF transfer practices or limitations on amount and level of transfer credit. The process of awarding credit for military training or coursework is subject to the same treatment as any other transfer credit evaluated under the NCF Transfer Credit Policy.
 2. In order to determine equivalency and alignment of military coursework with appropriate College courses, the College will utilize the ACE Guide to the Evaluation of Educational Experiences in the Armed Services.
 3. If the course to which the military training or coursework is equivalent would otherwise fulfill a general education requirement, unit credit, or a graduation requirement of a specific Area of Concentration, the credit will count in the same way as potential transfer credit from a regionally accredited college or university.
 4. Credit that was previously evaluated and awarded by an institution in the Florida College System or the State University System, and that is appropriate to the transfer student's Area of Concentration at New College, should be accepted, subject to NCF limits on the amount and level of transfer credit allowed for a given degree.

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 4 - Academic Affairs

- (b) Credit awarded for military education and training shall be noted on the veteran student's transcript, and documentation of the credit equivalency evaluation shall be maintained in the veteran student's file.
- (c) A copy of the Transfer Credit Policy shall be posted on the NCF Registrar's website and within the university catalogues.
- (d) Credit awarded for military education and training shall not be counted in the excess hours fee, in accordance with Board of Governor's Regulation 7.003, due to the credit being based on work accomplished while serving on active-duty.
- (e) Veterans of the United States Armed Forces who are receiving GI Bill educational benefits shall be eligible for the same priority course registration as other segments of the student population. This priority shall also be enjoyed by the spouse or dependent children of a veteran to whom the GI Bill education benefits have been transferred.
- (f) Student Withdrawal from Courses Due to Military Service
 - 1. Students enrolled in a credit-bearing course shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. When possible, students responding to an order to serve on active-duty should withdraw, and an eligible refund should be granted, without academic penalty, in accordance with NCF Regulation 3-1003(3)(c)(3). However, if the student and faculty member agree that completion of the course is eminent and possible, the student should complete the course. If the course is no longer available when the student seeks to resume study, an equivalent course may be selected. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service.
 - 2. The provisions of this subsection and related NCF Regulations shall apply to:
 - a. Students who are currently on active duty with any unit of the United States Armed Forces who receive orders that require reassignment to a different duty station, or absence from class for an extended period of time during the semester in which they are enrolled;
 - b. Students who are members of the National Guard, Air National Guard, or other military reserve unit who receive orders calling them to active duty for operational or training purposes during semester in which they are enrolled, excluding any regularly scheduled weekend and annual training duty;
 - c. Students who are veterans of the United States Armed Forces and who are recalled to active duty during the semester in which they are enrolled; and
 - d. Students who enlist in any branch of the United States Armed Forces, and whose induction date falls within the semester in which they are enrolled.

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Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulations 6.003, 6.004, and 6.013

History: Adopted 04-27-02, as Policy 10-007; Revised and renumbered 06-29-10; Revised 10-29-16