New College of Florida — Undergraduate
Satisfactory Academic Progress Policy for Financial Aid Purposes

Satisfactory on-time academic work is the #1 factor in keeping your academic eligibility for financial aid. Students who receive financial aid have a special obligation to complete their work satisfactorily and on time. The most straightforward way to meet SAP Requirements is on-time, satisfactory completion of all NCF contracts, ISPs, all other graduation requirements, <u>and</u> all attempted hours, within a maximum time frame of 186 credit hour attempts (including transfer hours assigned for college courses, dual enrollment, and exam credit).

Undergraduate students with Title IV financial aid at New College of Florida (NCF) must meet the requirements of this Satisfactory Academic Progress (SAP) Policy for Financial Aid Purposes.

The SAP Policy also applies to eligibility for alternative loans with an academic eligibility requirement, and to external need-based grants. Most NCF institutional funds are subject to the SAP Policy, but a separate term-based measure of maximum time frame may be applied to some funds.

New College of Florida Graduation Requirements
- Seven satisfactory semester contracts (six permitted with Provost Office permission);
- Three satisfactory Independent Study Projects (ISPs);
- The satisfactory completion of 124 credit hours;
- The satisfactory completion of the College's general education requirements specific to the student's time of initial NCF enrollment; and State of Florida Civic Literacy course and exam requirements;
- A satisfactory Baccalaureate Examination (usually in the form of an oral defense of the senior project);
- A satisfactory Senior Project or Thesis, accepted in final form by Library staff.

NCF will continue to promote the narrative evaluations, ISP, and the student/faculty contract and use these criteria as its measurement and standard for graduation. In addition, beginning with Fall 2025, NCF courses and tutorials will be graded Sat+ (A), Sat (B), Sat- (C), Unsat (F), or Incomplete (F). The cumulative GPA for work attempted in Fall 2025 and forward will be calculated using these grades, except for courses and tutorials elected for the limited option of Pass or Fail/No Credit.

Contracts, courses, tutorials, and ISPs count as Unsatisfactory for SAP purposes if they are undesignated, or if they are indicated as:

- Unsatisfactory
- Incomplete
- Evaluation in Progress
- Unofficial Withdrawal

NCF will review records after each semester of enrollment. To meet SAP, the student's record must reflect the following:

Qualitative Standards
- Satisfactory completion of the semester's academic contract. (For part-time enrollment or enrollment without a contract, satisfactory completion of all work attempted for that term is required, or satisfactory completion of at least 12 credit hours for that term). Also, if registered for an ISP, satisfactory completion of the ISP is required if a past ISP is Unsatisfactory for SAP purposes.
- Cumulative NCF GPA equivalent to at least 2.0 for NCF course and tutorial work from Fall 2025 and forward (as calculated by the Office of the Registrar).

Quantitative Standards
- At least a 67% pace to graduation (or, for students in semesters 1-3, at least a 50% pace to graduation, with the ability to reach 67% without exceeding 20 hours of course work per term).
- Ability to complete all Contract, ISP, and credit hour graduation requirements within the maximum time frame of 186 credit hours without exceeding 20 hours of course work per term.

Add/Drop Period – published in the academic calendar, this falls during the first week of classes for the fall and spring terms. An additional week may be allowed for reinstatement. For enrolled students, courses and tutorials dropped during this time will not count against Maximum Time Frame or Pace to Graduation.

Exam Credit, Dual Enrollment, and Other College Transfer Credit: Transfer credit may be assigned Contract or ISP credit in addition to credit hours attempted and satisfactorily completed. Transfer credit prior to initial enrollment does not count toward the GPA calculation.

Off-Campus Study Documents: For off-campus study after initial enrollment, full-time hours are projected; hours should be verified and filed officially with the Office of the Registrar within one semester. For work completed on time (without extension), and officially documented by the Office of the Registrar in time for review, off-campus study recheck deadlines are April 15 for the Spring term SAP status, and October 15 for the Fall term SAP status. SAP status will be terminated if required off-campus study documents are not received and recorded in time for the subsequent scheduled review. One condition of SAP for any future term is that the documents must be on record with the Office of the Registrar.

Emergency Leave of Absence, Leave of Absence, formal Withdrawal, Unofficial Withdrawal: Contract and credit hours recorded as attempted but withdrawn due to any of these, affect both pace to graduation and maximum time frame. Contracts with the status Unofficial Withdrawal will be counted as Unsatisfactory.

When a student fails to meet <u>any</u> SAP Requirement, financial aid will either be terminated, or restricted through Financial Aid Warning or Financial Aid Probation Status. The Office of Financial Aid will notify the student of any change in financial aid status through the student's Self Service Student tile once SAP has been reviewed after the end of the term.

<u>**Financial aid eligibility will be terminated if any of these apply:**</u>

- **Back-to-Back Reviews of Not Meeting SAP.**
- **Dismissal Trigger:** 2 unsatisfactory contracts, or 1 unsatisfactory contract and two unsatisfactory ISPs, or 1 unsatisfactory contract, for students readmitted after dismissal. (Contracts, ISPs, courses, and tutorials count as unsatisfactory for this purpose if they are unsatisfactory, incomplete, undesignated, unofficially withdrawn, or evaluation in progress.)
- **Inability to meet SAP requirements at the next review without exceeding 20 hours of course or tutorial work in the next semester.**
- **Inability to continue full-time enrollment and meet Contract, ISP, and credit hour requirements without exceeding 186 cumulative credit hour attempts.**

Repetitions count, but have other restrictions. All repeated attempts of courses and tutorials (that remain listed as academic activities after the Add/Drop Course Period), and repeated project units will count toward measurement of pace to graduation and maximum time frame. A course, tutorial, or project unsatisfactorily completed may be repeated until it is satisfactorily completed; <u>however</u>, once satisfactorily completed, only one voluntary repetition is permitted toward the student's full-time load for financial aid purposes.

Academic Year. NCF's undergraduate residential program is primarily full-time, using one academic year definition for all students. Occasionally, part-time study may be pursued (e.g., summer study or thesis-unit-only). 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 currently attached to the fall semester payment period. **If the student enrolls in NCF summer courses or ISP work, the summer payment period will be reviewed for SAP purposes. Full-Time Study** for NCF undergraduates is defined as at least 12 semester credit hours per term, not including the ISP.

PENALTIES FOR FAILING TO MEET ONE OR MORE REQUIREMENTS OF SAP

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 SAP Requirements at the end of the assigned period of Financial Aid Warning or Financial Aid Probation, or if the student will not be able to graduate within 186 cumulative credit hour attempts.

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 appeal is offered for Financial Aid Warning. 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 an appeal to the Office of 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 for one additional payment period, or successful work according to an academic plan for multiple payment periods. In either case, a SAP status of "Good" may be assigned if the student has successfully met the regular requirements of SAP by or before the specific point in time designated by the academic plan. All academic plans are written with graduation as the expected endpoint. Additionally, Financial Aid Probation status may be granted to extend the Maximum Timeframe to provide the student with extra semester funding to graduate.

Appeals for Financial Aid Probation status are considered and decided by the Director of Financial Aid or the Director's designee. Appeals are not granted automatically, and are not granted with incomplete contracts or ISPs.

Appeal for Financial Aid Probation. The 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).
- How and when the student reached out for help.
- What has changed in the student's situation that will allow the student to meet the SAP requirements.
- Any plan of support going forward.

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

Appeal materials and supporting documentation should be submitted through the online appeal form. Documents provided by email should be sent to: swu@ncf.edu and ncfinaid@ncf.edu.

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.