

# ACADEMIC DISMISSAL AND READMISSION

## Academic Deficiencies

New College students are considered to be in good academic standing as long as contract certification criteria are being met and Independent Study Projects (ISPs) satisfactorily completed. A student's failure to complete contracts and ISPs satisfactorily will trigger automatic consequences resulting in **Academic Probation** or **Academic Dismissal**. In either of these cases, a notice will be sent from the Registrar to the student and contract sponsor.

### Academic Probation

- One unsatisfactory contract or two unsatisfactory ISPs

Students will be notified by the Registrar on behalf of the Student Academic Status Committee (SASC) that they have fallen behind in the satisfactory completion of contracts and/or ISPs, that they are being placed on academic probation, and that their academic progress will be reviewed by the SASC. A student may appeal his or her probation to the Registrar on procedural grounds only (i.e., in cases of error or misunderstanding). At the end of each semester, the Registrar will report to the SASC on all probationary students' academic progress. Students on academic probation are expected to complete contract and ISP obligations satisfactorily and on time, and to demonstrate that they are once again progressing at an acceptable pace toward completion of degree requirements. Evidence of acceptable progress includes satisfactory evaluations of academic activities included on the semester contract and a satisfactory contract certification. Evaluations of "incomplete" and marginally satisfactory evaluations do not constitute such evidence. A probationary student demonstrating academic progress will be removed from probation and restored to good academic standing. A student who completes his or her contract satisfactorily but whose weak academic performance warrants further monitoring may have his or her probationary status extended for one semester. Failure to demonstrate acceptable progress will result in academic dismissal. In all cases the student will receive a notice from the SASC.

### Academic Dismissal

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

Students whose academic progress has not met the required minimum standards described in the College's academic policies will be automatically notified of their impending dismissal by the Registrar on behalf of the SASC. Such notices are sent to the student and sponsor immediately upon determination of two unsatisfactory contracts or one unsatisfactory contract and two unsatisfactory ISPs.

For a student who receives a notice of pending dismissal the Registrar will schedule a hearing with the SASC. A student who receives a notice of impending dismissal has the option of appealing the dismissal to the SASC. Failure to contact the Office of the Registrar will result in immediate dismissal by the Provost. If the student chooses to appeal, the Registrar will schedule a meeting that includes the student, the faculty

sponsor, and the SASC. At this meeting the committee will consider the following aspects of the student's record:

1. Previous contracts and ISPs.
2. Any previous reviews by the SASC.
3. General quality of academic work as reported by faculty in evaluations.
4. The sponsor's assessment of the student.
5. Patterns of incomplete and/or unsatisfactory work.
6. Other aspects of progress toward completion of degree requirements, such as declaration of Area of Concentration, or submission of Thesis Prospectus.
7. Any extenuating circumstances.

Faculty members are expected to appear at SASC reviews of students they sponsor. The student and the sponsor should submit in writing any comments they have that might assist the Committee in its review of the appeal of dismissal. It is important that students scheduled for review meet with their sponsors and relevant instructors prior to the review to discuss the status of incomplete and/or unsatisfactory work.

After reviewing the student's academic record and talking with the student and sponsor, the committee will take one of the following actions:

1. Recommend to the Provost that the student be dismissed from New College.
2. Set contingencies or conditions for continued enrollment that clearly reflects the committee's expectations for academic progress.

If there is a disagreement between the student and sponsor regarding an "incomplete" or "unsatisfactory" certification arising from a misunderstanding of the certification criteria, either party may request the SASC to act as a mediating agent. The sponsor, however, is responsible for making the final certification. Students are free to change sponsors from semester to semester, but once a faculty member has signed a student's contract, that faculty member remains the student's sponsor for the entirety of that term.

## Readmission

Students who have withdrawn or who have been dismissed from New College may apply for readmission with a readmission petition to the Student Academic Status Committee (SASC). For the fall semester, such applications must be made prior to April 1; for the spring semester, prior to November 1. At least one semester must have elapsed after withdrawal or dismissal before a student will be allowed to resume studies at New College. Readmission is not granted for the January Interterm. The petition, addressed to the chairperson of the SASC and sent to the Office of the Registrar, should include the following information:

1. The reason for leaving New College.
2. Activities since leaving, including appropriate transcripts, employment information, etc. (Please note: transfer credit will not be assigned for work completed at another institution during a period of withdrawal or dismissal from New College (with the possible exception of credit from an A.A. degree earned at a Florida College System or Florida State University System institution or a bachelor's or advanced degree from a regionally accredited college or university.)

3. Reasons for desiring to return to New College and proposed academic program.
4. A signed letter of support from your proposed faculty sponsor.
5. Requested date of return.

The SASC may set specific academic requirements and restrictions as conditions for readmission. If a student requests readmission after having completed the fifth contract, the members of the SASC will expect the student to have a completed Thesis Prospectus/Area of Concentration Form on file with the Office of the Registrar before considering the student's petition for readmission. For more information about the readmission process, contact the Office of the Registrar at registrar@ncf.edu or (941) 487-4230.

## Appealing Academic Eligibility for Financial Aid

Because the requirements for financial aid may be stricter than the requirements for the academic program, a student can lose academic eligibility for aid despite permission from the SASC to continue enrollment or to return after withdrawal or leave. Students should check with financial aid staff to learn whether they are eligible, and to discuss the appeal process if they have lost their eligibility. Appeal processes should be pursued as soon as it is clear that the student may enroll or continue enrollment. Please contact Sonia Wu, Associate Dean of Enrollment Services and Admissions, at (941) 487-4461 or swu@ncf.edu.

## Academic Dishonesty and Disruption of Academic Process

a. Plagiarism. Plagiarism is defined as "literary theft" and consists of the unattributed quotation of the exact words of a published text, or the unattributed borrowing of original ideas by paraphrase from a published text. On written papers for which the student employs information gathered from books, articles, web sites, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism also consists of passing off as one's own segments or the totality of another person's work.

b. Cheating. Cheating is defined as including all of the following:

1. The unauthorized granting or receiving of aid during the prescribed period of a course-graded exercise: students may not consult written materials such as notes or books, may not look at the paper of another student, nor consult orally with any other student taking the same test.
2. Asking another person to take an examination in one's place.
3. Taking an examination for or in place of another student.
4. Stealing visual concepts, such as drawings, sketches, diagrams, musical programs and scores, graphs, maps, etc., and presenting them as one's own.
5. Stealing, borrowing, buying, or disseminating tests, answer keys or other examination material except as officially authorized, research papers, creative papers, speeches, etc.
6. Stealing or copying of computer programs and presenting them as one's own. Such stealing includes the use of another

student's program, as obtained from the magnetic media or interactive terminals or from cards, print-out paper, etc.

### c. Procedures for Handling Student Violations Involving Alleged Academic Dishonesty and Disruption of Academic Process:

1. An apparent violation of academic honesty is handled initially by the instructor, who will discuss the incident with the student. If the instructor feels that the consequences would be significant, it is recommended that he or she invite another person as a witness to the initial meeting. The student may request a meeting with their contract sponsor and the instructor to discuss the incident further. The instructor may contact the student's contract sponsor and the Dean of Studies to inquire whether the student has engaged in academic dishonesty in the past. The instructor may apply appropriate sanctions against the student, if found responsible, and must notify the student's contract sponsor and the Dean of Studies. Examples of such sanctions may include but are not limited to a reprimand, an assignment penalty, a course grade penalty, or an unsatisfactory evaluation.
2. If the student is not satisfied with the outcome of (1), then they may appeal any sanctions to the Dean of Studies. If the instructor decides, after the procedures in step (1) above, that administrative action is warranted, they will inform the student that the issue is being forwarded to the Dean of Studies.
3. The Dean of Studies may first meet with the faculty member(s) and/or the student to resolve the issue upon agreement among all involved parties. If no agreement can be reached, the Dean of Studies may convene a hearing board consisting of an equal number of students and faculty. The hearing board shall review evidence, hear witnesses, and consider all related matters. The Dean of Studies will provide the student with no less than five (5) days' notice prior to the hearing. The respondent may have an advisor present, at the respondent's own cost. If scheduling difficulties arise due to the availability of said advisor, the hearing will proceed regardless.
4. The hearing board will provide the Dean of Studies with its determination of responsibility and recommendation for sanction. The Dean of Studies will then determine, if appropriate, the sanction.
5. If found responsible the respondent may appeal the Dean of Studies decision to the Provost. The appeal must be in writing, state with specificity the grounds for appeal, and be within five (5) days of receiving the Dean of Studies' decision.
6. In the event of an appeal the decision of the Provost shall be final.