

ADMISSION TO NEW COLLEGE'S UNDERGRADUATE DEGREE PROGRAM

Mission

New College of Florida Enrollment Management Team members serve as ambassadors to students and assist them from recruitment through graduation, shaping them into well-rounded and well-educated individuals prepared for the challenges and opportunities of life. We create an engaging and personalized connection so all will know who we are and what we do.

The College encourages all qualified applicants to seek admission and does not discriminate in admission decisions on the basis of race, color, religion, age, disability, sex, sexual orientation, gender expression, gender identity, national origin, marital status, veteran status, or any other protected characteristic under the law.

Admission Factors

To fulfill enrollment goals as set forth by the President and the Board of Trustees, and in keeping with the resources and philosophy of the College, the Vice President of Enrollment Management limits the number of students who will be selected. Satisfaction of minimum State University System admission requirements does not guarantee acceptance; preference for admission is given to applicants who demonstrate great academic promise.

We consider each application as objectively as possible to determine whether applicants demonstrate the academic ability, creativity, and talent for success in the College's academic program, as well as their potential for positive contribution to the College community.

Extra consideration is given for strong interest in attending New College, and—for freshman applicants—for rank in the top 10% of the high school class (if ranked). In addition, allocation of limited guaranteed scholarship resources may be used as a criterion for admission to New College.

Full-Time Study

With the exception of special permission for part-time study, all of New College's undergraduate degree-seeking students enroll full time. Online application options are provided at [ncf.edu/apply](https://www.ncf.edu/apply) (<https://apply.ncf.edu/apply/>).

Students Who Have Earned a Bachelor's Degree or Advanced Degree

Admission and aid requirements are typically described for prospective first-time-in-college students and undergraduate transfers. Please contact the Office of Admissions to discuss required documents and information if you already hold a bachelor's or advanced degree.

Please note: Institutional scholarships and grants are not available to students who have already earned a bachelor's or advanced degree, and federal financial aid options are very strictly limited.

Coursework for Non-Degree Seeking Students

The College makes undergraduate course work available to persons not admitted to the undergraduate degree program through (a) formal exchange (e.g., the National Student Exchange), approved

by the Assistant Director of Off-Campus Study; (b) through summer course work, when available; and (c) through individual approval by the Dean of Studies, who determines availability of New College courses to community auditors, and students eligible through the local Cross College Alliance.

Students from other colleges should consult with their home institution for guidance on how coursework may apply to their degree program.

Admission Deadlines and Decision Notification Dates

All required application materials (including academic records and exam score information) must be received by the Office of Admissions on or before the deadline, Eastern Standard Time (EST).

Application

We strongly encourage all applicants for the fall semester to apply as early as possible. The application opens up on August 1 of each year.

First-Time-In-College Applicants (Fall 2024 Entry)

Priority Deadline: November 1

Regular Decision Deadline: February 1

Final Deadline: April 1

Decision Notification: Within 2-3 weeks of application completion

Student Deposit Deadline: May 1 or according to the notification deadline in the offer of admission

Transfer Applicants (Fall 2024 Entry)

Priority Deadline: May 1

Rolling Admission Deadline: July 1

Decision Notification: Within 2 weeks of application completion

Deposit Deadline: June 1 or according to the notification deadline in the offer of admission

Transfer and First-Time-In-College Applicants (Spring 2024 Entry)

Final Deadline: December 22

Decision Notification: Within 2 weeks of application completion

Deposit Deadline: January 5

See the following link for more information on application and deadlines: <https://www.ncf.edu/admissions/>

Applying Online

The Office of Admissions requires that students apply online. Online application options are available at www.ncf.edu/apply (<https://apply.ncf.edu/apply/>).

Application Parts for Review

Application with Essay

Use the Common Application or the New College Application at www.ncf.edu/apply (<https://apply.ncf.edu/apply/>).

Transcripts

Have your official transcripts sent directly to the Office of Admissions.

If you are a high school student attending school in the US, you may report your academic records using the Self-reported Student Academic Record (<https://ssar.selfreportedtranscript.com/Login.aspx>) (SSAR). If you are offered admission and plan to enroll in New College, you must submit official final high school and any required college transcripts after completing high school; we will use official transcripts to validate

the information on the SSAR. If you report inaccurate data you may be denied admission, have admission revoked, or have registration canceled if enrolled.

Students who seek to enroll without graduation from a regionally accredited secondary school program may be requested to provide curriculum information in addition to their transcripts. Students who completed high school by GED must file an official transcript of GED test scores and an official high school transcript of all work attempted.

Transfer applicants must have their official transcripts submitted directly to the Office of Admissions by each school for all work attempted, whether or not credit was earned. Failure to provide this information may result in denial or revocation of an offer of admission.

Students who have earned (or will be earning) the AA from a Florida College System (FCS) or Florida State University System (SUS) institution should inquire about these options for an applicant completing a Florida public AA degree:

- 1) AA earned, including at least 12 transferable semester hours earned after high school graduation—apply for transfer admission. Request to waive the SAT or ACT requirement. High school transcript may be required (e.g., to document world language and high school graduation).
- 2) AA earned after high school graduation, but fewer than 12 transferable semester hours earned after high school graduation—apply for transfer admission. Request to waive the SAT or ACT requirement. High school transcript typically required (e.g., to document world language and high school graduation).
- 3) AA earned during high school, concurrent with earning the high school diploma—apply for first-time-in-college admission (SAT or ACT required); or, if you do not meet the first-time-in-college admission requirements, apply for transfer admission (SAT or ACT optional, but high school transcript required).

Language Requirement

Please note that if you enroll without meeting the language entry requirement, you must satisfactorily complete world language study through the second semester of the first-year sequence as a graduation requirement at New College.

Standardized Test Results (SAT, ACT, CLT)

Standardized test results (the SAT or ACT for Spring 2024; the SAT, ACT, or CLT for Fall 2024) are required for first-time-in-college applicants, and some transfer applicants. You can self-report scores for the application process; official results are required for verification for students who enroll. **(Students who self-report inaccurate scores may be denied admission, have their admission revoked, or have their registration canceled if enrolled.)** Official SAT results should be sent to New College of Florida using institution code #5506. Official ACT results should be sent using institution code #0750. Official CLT results should be sent via the student's CLT account. Any student for whom a test registration fee presents a financial hardship may wish to review fee waiver information for the SAT, ACT, or CLT from the testing service. Transfer applicants can request to have the exam requirement waived if they have earned any of the following: (1) 30 or more transferable credit hours (and a C or better in a college composition and a college math course); (2) the AA degree from a Florida College System institution or a State University System of Florida institution; or (3) a bachelor's or advanced degree from a regionally accredited college or university.

Recommendation (Optional)

The recommendation should be sent via the Common Application or sent directly to the Office of Admissions by the academic instructor, guidance counselor, or academic or PTK advisor.

Additional Detail

It is your responsibility as the applicant to notify the Office of Admissions of any new information or changes to information reported in the application (e.g., regarding contact information, school enrollment, course work, and/or conduct). An individual whose admission application materials, residency affidavit, or other document(s) contain false, fraudulent, or incomplete statements may be subject to disciplinary action; this may include denial of admission, suspension of registration, invalidation of college credit, invalidation of degree, dismissal from New College, or other disciplinary action.

International Documents and Testing

Because of possible mail delays and additional time that may be needed for review, students with international records should attempt to complete the admission application file by these dates to ensure that their materials arrive no later than these dates:

Spring class consideration (freshmen and transfers)—November 15
Fall class consideration (freshmen and transfers)—November 1, February 1, April 1, and June 1

Applicants with records from school systems abroad and all international applicants (students who are not US Citizens or Permanent Resident Aliens of the United States) should review the list of documents for any additional requirements to complete the admission application file for review, and contact the Office of Admissions regarding any request to waive materials that may not be necessary.

Translation

Transcripts and degree certificates or diplomas issued in any language other than English must be accompanied by a certified, line-for-line English translation of the original document. Acceptable certified translations may be issued by the educational institution or by a professional translating service.

Evaluation

Applicants whose educational history has not followed a curriculum patterned upon the U.S. system may be required to submit their academic transcripts to a credential evaluation agency depending on the degree level to which they are applying. For specific requirements, applicants should refer to New College Admissions' webpage (<https://www.ncf.edu/admissions/international-students/>) for International Students.

English Proficiency

English proficiency test requirements vary by entrance level. For specific requirements, applicants should refer to New College Admissions' webpage (<https://www.ncf.edu/admissions/international-students/>) for International Students.

Any Additional Examination Results

Results from any external secondary school exams, such as A-Levels, CXCs, etc., should be provided on an official transcript or sent to the Office of Admissions by the exam council. Exam results may also be required by the NACES-member service that the student pays to evaluate educational credentials for the application.

New College of Florida Financial Statement for International Students Seeking the F-1 Student Visa

The Office of Admissions will provide this form to admitted international students no earlier than six months prior to the term of entry. International students are required to prove their ability to cover (after any assigned scholarship funding they may be offered) all educational and living expenses, and the required international student medical insurance coverage. Estimated expenses may be viewed here. (<https://www.ncf.edu/admissions/international-students/tuition-fees/>) Most international students are not eligible for need-based financial aid, and some categories of scholarship funding are not available to international students.

Minimum Admission Requirements for Florida's State University System

Satisfaction of minimum State University System (SUS) of Florida requirements does not guarantee acceptance. The State University System of Florida admission requirements (and updates to these) are listed in the Florida Counseling for Future Education Handbook (<https://dlss.flvc.org/florida-counseling-for-future-education-handbook/>), typically posted on the Florida Virtual Campus (<http://www.flvc.org/>) site.

High School Graduation and Course Requirements

To be eligible to enroll, freshmen and lower-level transfers will need to have earned a standard high school diploma from a Florida public or regionally accredited high school or the equivalent, e.g., GED plus world language through the second level (e.g., for Spanish language study in Florida, this would typically be a year of Spanish II in high school, or a semester of SPN 1121 in college). Students completing a home education program according to section 1002.41, Florida Statutes, may meet this minimum admission requirement; however, we may require additional documentation to verify eligibility for home education students. Students admitted under early admission in accordance with college policy are exempted from this requirement during the time they are still classified as early admission students.

For students who entered high school as of July 1, 2007 or later, the high school record should include the following 18 units of college preparatory (core academic) course work:

- 4 years of English (3 of which must have included substantial writing requirements)
- 4 years of mathematics (Algebra I and higher)¹
- 3 years of science (including 2 years with substantial lab requirements)
- 3 years of social science
- World language, or American Sign Language through the second level
- Additional years of academic electives/credits to reach 18 units¹

¹ For students who entered high school prior to July 1, 2007, 3 years of college preparatory (core academic) mathematics (Algebra I and higher) and 3 years of additional academic electives are required. Details on academic electives/credits are listed in the Florida Counseling for Future Education Handbook, typically posted on the Florida Virtual Campus site.

Minimum Performance Standards

To be eligible to enroll, freshmen and lower-level transfers must meet the standards of SUS admission requirements as described by Florida

Board of Governors regulations 6.002 and 6.004 (https://www.flbog.edu/regulations/active-regulations/?fwp_chapters=chapter-06). Consideration is given not only to college preparatory course work (or the equivalent), but also to the weighted grade point average determined by NCF, SAT or ACT scores, and preparedness to complete college-level work.

Home Education, GED, or Other Non-Traditional High School Program

A student applying for admission who has participated in home education or other non-traditional high school program (e.g., not measured in Carnegie units or completion via GED) must present credentials determined to be equivalent to those already described. We may require additional documentation to verify eligibility for home education or non-traditional program students. Applicants presenting a GED must provide official GED results directly from the source, and official transcripts of all high school work attempted.

Transfer Applicants

To be eligible to enroll, all transfer students must have a cumulative college GPA of at least 2.0 on a 4.0 system (on all college-level academic courses attempted), be in good standing, and be eligible to return as a degree-seeking student to the postsecondary school most recently attended. All freshman admission requirements must be met except as specified for mid-level and upper-division transfer applicants.

Mid-Level Transfer Applicants

Transfers with 30 or more but less than 60 transferable semester hours:

In addition to meeting the general transfer requirements, students must have successfully completed (C or higher) at least one English Composition course and one college mathematics course that consists of three (3) semester credit hours. SAT/ACT scores may be waived. Students not meeting these requirements must meet the requirements for transfer students with less than 30 transferable semester hours.

Upper-Level Transfer Applicants

Upper-level transfers are students who will, by the time of enrollment at New College, have earned either

1. the AA from a Florida College System or State University System of Florida institution (with the exception of dual enrollment students, as noted below);
2. the equivalent of 60 semester credit hours of transfer credit; or
3. a bachelor's or advanced degree from a regionally accredited college or university.

The requirement to submit SAT or ACT scores can be waived for upper-level transfer students and mid-level transfer students upon receipt and review of all official college/university transcripts; the high school transcript requirement can be waived for AA transfer students from the Florida College System by request made directly to the Office of Admissions.

Although completion of a Florida College System institution AA degree guarantees admission eligibility to at least one member institution of the State University System of Florida, it does not guarantee admission to all programs or all member institutions. New College and some limited access SUS degree programs, due to design and/or limited size, may have admission requirements that are more selective than those of the general State University System.

Dual Enrollment Students

A high school student who is enrolled in college courses should apply for admission as a freshman (first-time-in-college) candidate, unless planning to enroll in college credit course work during the summer after high school graduation and prior to the term of enrollment sought at New College. This holds true even for students earning the associate's degree concurrently with graduating high school. Note: this will not adversely affect transfer credit.

Applicants Who Do Not Meet Minimum Requirements

The College will consider for admission an applicant who does not fully meet minimum admission requirements, but who has special attributes, special talents, or unique circumstances that may contribute to a representative and diverse student body. These factors may include socioeconomic status, family education background, and family obligations. The Admissions Committee may offer admission if it is determined that the applicant can reasonably be expected to do satisfactory work at New College of Florida.

Conduct

The College may refuse to admit or enroll a student whose record shows previous conduct not in the best interest of the College community. Review of misconduct may be completed by a designated Enrollment Management staff member (or the VP's designee), but typically is reviewed by the Senior Associate Dean for Student Affairs.

Early Admission

New College of Florida provides an early admission program for mature high school students to enter the College prior to graduation from high school. Applicants for early admission are evaluated on an individual basis and must demonstrate strong capability for academic work based on the high school transcripts, essay, exam scores and recommendation(s).

Disability Accommodation

In the case of applicants with disabilities, the College will grant reasonable substitution or modification of any admission requirement pursuant to Florida Board of Governors Regulation 6.018 where the VP of Enrollment Management determines, based on evidence submitted by the applicant and through consultation with the College's Advocacy and Accessible Learning Center Director, that the failure of the applicant to meet the requirement is due to his or her disability, and does not constitute a fundamental alteration in the nature of the College's academic program.

New College will consider this information within the following guidelines:

1. documentation regarding the disability will need to be provided on a voluntary basis;
2. all information will be kept confidential;
3. refusal to provide information will not subject the applicant to adverse treatment; and
4. information will only be used in conjunction with the College's voluntary efforts to overcome the effects of conditions that may have resulted in limited participation of persons with disabilities.

Appeals by Denied Applicants

Denied applicants may appeal the decision with a written petition addressed to the Office of Admissions, at apply@ncf.edu. It is the responsibility of the applicant to ensure that the written appeal and

any supporting materials (e.g., updated transcripts) are received by the Office of Admissions by the deadline given. Appeal decisions are typically provided within 4 weeks after the deadline for receipt of appeal.

Conduct

The Vice President for Student Affairs will review appeals by applicants denied admission on the basis of previous misconduct, provided they submit additional information.

Disability

The President of New College of Florida will review the petition of any denied applicant appealing the Committee's decision regarding substitution or modification of an admission requirement on the basis of a disability; the President's decision on appeal shall constitute the College's final decision.

Other

The Provost will review the petitions of all other denied applicants. The request must indicate extenuating circumstances and/or appropriate alternative evidence of academic ability and achievement, motivation, and responsibility, indicating potential for success at New College. The Provost's decision on appeal shall constitute the College's final decision.

Admission Cycle	Deadline for Receipt of Appeal	Petition and Support Material	Project Decision Date
Fall	February 1	March 1	June 1
Spring	December 15		January 8

Residency, Tuition Deposit, Retaining an Offer of Admission

Residency for Tuition Purposes

The Office of Admissions determines the initial residency classification for tuition purposes for each student, prior to enrollment.

Pre-Enrollment Tuition Deposit

To accept the offer of admission, New College requires a \$200 tuition deposit by the deadline given in the letter of acceptance, unless an extension is approved by the Office of Admissions. If the deposit requirement poses a financial hardship, the student may ask for a form to request consideration for a deposit exemption.

Retaining an Offer of Admission

All offers of admission are conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based, as well as honorable dismissal from the school. An offer of admission may be withdrawn or enrollment may be denied if any of the following apply:

- Final official transcripts were not received by the Office of Admissions in a timely manner.
- Final official transcript does not match records provided by the student on the Self-reported Student Academic Record.
- Final official transcripts received did not document that the student successfully completed all courses previously reported by the student or school as planned or in progress.
- The student's GPA has fallen below an acceptable minimum for the State University System.
- Final official test scores do not match test scores self-reported by the student.

- New information has been received, regarding conduct of the student that may not be in the best interest of the community.
- An individual whose admission application materials, residency affidavit, or supplemental document(s) contain false, fraudulent, or incomplete statements may be subject to disciplinary action, which may include denial of admission, suspension of registration, invalidation of college credit, invalidation of degree, dismissal from the College, or other disciplinary action.

Immunization Requirements for Enrollment

Each student planning to enroll is required to fill out and sign our Immunization Health History Form and provide with it documentation of immunity to the Measles, Mumps and Rubella (MMR) prior to registration. (Students under the age of 40 are required to present documented proof of immunity to Rubella. All students born after 1956 must also submit proof of immunity to Measles.) The form also includes information concerning Meningococcal meningitis and Hepatitis B vaccines. Students may choose either to provide documentation of immunity or to waive one or both of these vaccines on the form [BOG 6.007]. If a student waives a vaccine it is with the understanding that should an outbreak of the disease occur on our campus they will be asked to leave our campus until the outbreak is over. Immunization documentation should be submitted as soon as possible to avoid denial or cancellation of registration [BOG 6.001(9)].

Mandatory Documentation

- Medical History Form with proof of two MMR immunizations.
- Medical Information Form.
- Waiver for Treatment of Minors (if applicable).
- Either proof of Hepatitis B immunization series **and** Meningitis immunizations **or** signed waiver form.

Recommended Documentation

- Date of last Tetanus vaccination.
- Copy of Health Insurance card.
- Medical records pertaining to continued medical treatment you may need while on campus

Documentation must be submitted before a student is allowed to register for classes or attend classes. All immunization and medical documentation should be submitted to:

Student Health Services
Counseling & Wellness Center
5800 Bay Shore Road
Sarasota, FL 34243
Fax: (941) 487-4256

Transfer Credit

Transfer Credit Policy

The amount and types of college coursework accepted toward the degree are outlined in the College's Transfer Credit Policy (<https://drive.google.com/file/d/1xwoz2uel08ckXo1ZFE3DQwmjDWS0TPmJ/view/>), and additional information can be found here (<https://www.ncf.edu/admissions/transfer-students/transfer-credit/>). To discuss transfer credit, contact the transfer admissions coordinator

at admissions@ncf.edu or (941) 487-5000, or Office of the Registrar at registrar@ncf.edu or (941) 487-4230, or by mail at:

Office of the Registrar
5800 Bay Shore Road
Sarasota FL 34243-2109

Placement

Sample pathways to complete Area of Concentration requirements are provided under the individual Areas of Concentration, posted by academic division here (<https://www.ncf.edu/academics/>), Faculty decide all course placement. Once enrolled, the student should meet regularly with his or her faculty contract sponsor to negotiate the types of courses, tutorials, and projects to be pursued, in preparation for filing the Provisional Area of Concentration form in the fifth semester. Students seeking to fulfill all graduation requirements by the end of the seventh semester contract may choose to file the Thesis Prospectus in the fifth semester, to provide time for two full semesters of thesis work. Faculty normally conduct the baccalaureate exam in the final semester.

Evaluation of Transfer Credit Toward the Bachelor's Degree

Prior to a prospective student's admission decision or enrollment at the College, the student should request an unofficial preliminary transfer credit projection from the Office of the Registrar. For official award of transfer credit to an enrolling student, New College of Florida needs a final official transcript from each previously attended institution. Or official testing agency in the case of credit-by-exam, such as AP, IB, AICE, CLEP. (Grade reports and unofficial transcripts are not acceptable for this purpose.) An official transcript from each previously attended institution or testing agency should be sent directly to the New College of Florida Office of Admissions.

Transfer credit for an enrolling student will be awarded in time toward the New College degree. The maximum credit possible for a student who enters New College of Florida with either

1. a Florida College System or State University System of Florida Associate in Arts (AA) degree;
2. a bachelor's or advanced degree from a regionally accredited college or university; or
3. the equivalent of 60 transferable semester credit hours is: 3 semester contracts, 1 Independent Study Project, and 15 units (60 semester credit hour equivalents).

Please note that even should maximum credit be awarded, more than four semesters of study may be needed to complete the requirements of an Area of Concentration and senior thesis. Students should plan carefully with their faculty to work toward timely graduation.

Transfer credit may be awarded for satisfactory performance on examinations identified in the Articulation Coordinating Committee Credit-by-Exam Guidelines, including when the exam credit was applied toward an earned Florida College System or State University System of Florida Associate in Art degree, or a bachelor's or advanced degree from a regionally accredited college or university. Unless already documented as part of a Florida public college AA, official exam scores to be considered for transfer credit should be sent to the Office of the Registrar directly from the testing agency. Partial contract or ISP credit is not assigned.

As with all other institutions, there may be differences between the consideration of course work for admission purposes and the

applicability of credit for degree purposes. Exemptions from contracts, an ISP, or Liberal Arts Curriculum requirements do not guarantee exemptions from Area of Concentration requirements or other degree requirements.

Final transfer credit is awarded by the Office of the Registrar after enrollment. *Additional information on transfer credit is available from the Office of the Registrar.*

Documents Originating From Another Agency or Institution

In accordance with best practices for the release of student education records, New College of Florida does not release documents that have become the property of the College through a legal release to a third party (New College.) We are not the official, legal custodian of record for any documents that did not originate at New College and, therefore, do not have the legal authority to release them. Such documents include but are not limited to high school records, ACT/SAT scores, AP/IB scores or college transcripts from other institutions. These records are the property of the College and are for our internal college purposes only. Students should contact the originating agency, organization or institution that produced the original records to obtain a legal copy.

Additional Information Regarding Admissions Criteria and Procedures

Further details are available at www.ncf.edu/admissions (<http://www.ncf.edu/admissions/>). Any updates to General Catalog information regarding admission will be posted to the New College of Florida website.

Transfer Guarantee Appeal

Should any transfer guarantee be denied, the student has the right to appeal through the Registrar and then the Provost.