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5-1001 Office of Admissions and Financial Aid Mission Statement and Goals

The purpose of this regulation is to establish NCF's guidelines for recruitment, selection, and enrollment of new undergraduate students; and financial assistance to prospective, new, and continuing undergraduate and graduate students.

The mission of the Office of Admissions and Financial Aid is to identify, recruit, and enroll a diverse population of high ability undergraduate students, with the potential to benefit from, and contribute to, NCF's education program as described in the College's mission statement; and to provide appropriate financial assistance to degree-seeking NCF students. (For these purposes, "Financial Aid" and "Financial Assistance" shall mean programs relating to internal and external scholarships, grants, loans, student employment, and fee waivers.)

To maintain this mission, the Office has the following goals:

- (1) To develop and maintain an undergraduate enrollment profile consistent with a nationally recognized public liberal arts honors college.
- (2) To aid prospective students, their families, and advisors by providing comprehensive information, interactive experiences, and individualized counseling regarding the NCF undergraduate academic program.
- (3) To counsel prospective, new, and continuing students and their families about the sources and availability of financial aid.
- (4) To aid prospective, new, and continuing students and their families by assisting them in obtaining aid through federal, state, local, and private agencies.
- (5) To provide accurate and efficient delivery of financial aid funds.
- (6) To continue adherence and compliance with the principles of good practice as set forth by the National Association for College Admission Counseling and by the National Association of Student Financial Aid Administrators, as well as all local, state, and federal regulations.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 6.001

History: Adopted 06-16-07; Revised and renumbered 11-07-09; Revised 03-07-15, 08-19-16 (technical amendment), 06-10-17

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5-1002 Undergraduate Admissions

- (1) General. NCF is highly selective in admitting students. The College actively recruits individuals who meet the requirements of State of Florida BOG Regulations 6.001, 6.002, 6.004, 6.009, and 6.018, and the requirements of this regulation, which are consistent with the mission of the College:
 - (a) Demonstrate above average ability, academic motivation and self-discipline;
 - (b) Will benefit from the demanding academic program and flexible curriculum;
 - (c) Demonstrate evidence of intellectual potential, strong academic preparation, self-motivation and initiative, tenacity, curiosity, and concern for others;
 - (d) Are eager to take responsibility for their own educations; and
 - (e) May positively impact the College community through contributing to:
 1. the College's mission of attaining the educational benefits of diversity,
 2. an active campus life, and/or
 3. community engagement.
- (2) Recruitment practices are guided by the Statement of Principles of Good Practice of the National Association for College Admission Counseling.
- (3) Admissions Decisions. The Dean of Admissions and Financial Aid makes undergraduate admissions decisions, subject to the institutional goals set by the College President and BOT. An applicant's completed application file will undergo review for a recommendation by an admissions counselor to gauge the extent to which the applicant demonstrates the academic ability, creativity, or talent to perform the required work within the College's academic program and the potential to succeed within and contribute to the College community. Admission of new students at all levels is on a selective basis within curricular, space and fiscal limitations. Satisfaction of minimum admission requirements does not guarantee acceptance. The selection process takes into consideration such factors as grades, test scores, pattern of courses completed, class rank, educational objectives, past conduct, school letters of recommendation, personal letters of recommendation, and personal records of involvement in activity outside the curriculum. The Dean may consider an applicant's demonstrated interest in attending the College and allocation of limited guaranteed scholarship resources as criteria for admission to NCF.

Final official academic records are required for enrollment, as indicated in BOG regulations. IN some cases, an incoming student's final official records may not be available in time for regular registration and enrollment (e.g. documents subject to later availability due to request delay, scheduling, emergency conditions, pending changes, technology issues, or other special circumstances). In these cases, the student may be permitted to enroll for up to one semester payment period with incomplete and/or unofficial documents.

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- (4) Admission practices are guided by the Statement of Principles of Good Practice of the National Association for College Admission Counseling.
- (5) Non-Discrimination in Admissions. The College encourages applications from qualified applicants without regard to 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. (As provided by law, the College does not discriminate in admissions based upon these characteristics.) The College's admissions criteria shall not be applied so as to discriminate against community college transfers with Associate in Arts ("AA") degrees from Florida College System colleges in favor of State University students who are applying for admission or plan to continue enrollment after the completion of sixty (60) semester credits at the lower division level.
- (6) Substitution, Modification or Waiver of Admission Requirements
 - (a) In the case of applicants with disabilities, the College will grant reasonable substitution or modification of any admission requirement pursuant to BOG Regulation, where the College's Disabilities Services Coordinator reviews the documentation submitted by the applicant and assesses that the failure of the applicant to meet the requirement is due to his or her disability, and the Dean of Admissions and Financial Aid determines that substitution or modification does not constitute a fundamental alteration of the College's academic program. An applicant may appeal the Dean's decision regarding substitution or modification through a written petition addressed to the Dean of Admissions and Financial Aid; the petition will then be forwarded for review by the President of NCF. The President's decision on appeal shall constitute the College's final decision. Information regarding special admission consideration based upon a disability and for appealing a denial of admission is provided in the admission portion of the College website and in the admission portion of the NCF General Catalog.
 - (b) The Dean of Admissions and Financial Aid 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. If the Dean determines that the applicant can reasonably be expected to do satisfactory work at NCF and has important attributes, special talents or unique circumstances that may contribute to a representative and diverse student body, the Dean may admit the applicant.
- (7) Previously Degreed and Non-Degree Seeking Students. Enrollment in the undergraduate degree program is ordinarily not available to persons who already hold a bachelor's or advanced degree. Undergraduate course work is available to persons not admitted to the NCF degree program who enroll through approved exchange, or through permission granted by the Office of the Provost.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulations 1.001, 6.002, and 6.003

History: Adopted 04-27-02, as Policy 10-004; Revised and renumbered 11-07-09; Revised 03-07-15, 06-13-15, 06-11-16, 08-19-16 (technical amendment); Revised and renumbered 06-10-17

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5-1003 Financial Aid

- (1) General. The Office of Admissions and Financial Aid administers financial aid programs in accordance with all federal, state and institutional regulations, including 34 CFR Part 600, Chapter 1009, Florida Statutes, and the current year NCF Financial Aid Packaging Philosophy, available upon request in the Office of Admissions and Financial Aid. The Default Management Committee is the College's policy-level committee that has the responsibility to recommend policy on matters relating to financial aid, recommend specific financial aid program objectives in support of the College master plan, and facilitate the conduct of financial aid activities; this committee meets annually to approve the NCF Financial Aid Packaging Philosophy, ensuring that financial aid resources are used in a manner that serves the institution's plan for equalizing educational opportunity, and that financial need and academic merit are given primary consideration in the award of financial aid funds. All financial aid awards are contingent upon funding availability.
- (2) Financial Aid Functions. Financial aid counseling and administration are services provided to prospective, new, and continuing students. The chief financial aid officer is the Director of Financial Aid, who reports to the Associate Dean or Dean of Admissions and Financial Aid. Financial Aid staff assist the Director with administration of financial aid and recruitment of prospective students. The Office of Admissions and Financial Aid is responsible for administration and coordination of all federal, state, institutional and private grants, scholarships, waivers, work-study, and loan programs. It is also responsible for collecting data for all programs of financial aid for use in university system and state information systems and for providing financial aid information to prospective, new, and continuing students (and their families, as appropriate).
- (3) Eligibility Requirements. All students are encouraged to apply for need-based financial aid by filing a Free Application for Federal Student Aid (FAFSA).
 - (a) The FAFSA must be completed each year for need-based financial aid consideration for the following academic year. The Office of Admissions and Financial Aid uses a priority consideration deadline for need-based awards, and collects tax documentation on applicants as determined by the Federal Processor. Students selected for tax verification must submit all requested documentation to the Office of Admissions and Financial Aid in order for financial aid awards to be disbursed to the student's business office account.
 - (b) The admissions application is the only application required to be considered for most NCF Scholarships.
- (4) Notification of Awards. Upon awarding student financial aid, the Office of Admissions and Financial Aid will promptly notify the student via an Award Letter or email, accompanied by a Financial Aid Award Guide that details award programs, provides contact information, and discusses the disbursement of financial aid awards. The Award Letter and Guide discusses the following points:
 - (a) All grants and scholarships are automatically accepted for the student.
 - (b) Students wishing to decline loans are instructed to do so through their student account.

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- (c) Students wishing to borrow from the Federal Direct Loan Program must accept their desired loans via their student account, complete an Entrance Interview, and sign a Master Promissory note. The Master Promissory Note need only be completed once and is valid throughout each student's enrollment at NCF.
 - (d) Students who are eligible for the work-study program for whom funding is available will be contacted to determine their level of interest and to assist them with on-campus job placement.
 - (e) Students planning to study abroad should meet with a Financial Aid staff member.
 - (f) Students taking a leave of absence, withdrawing, or being placed on an emergency leave of absence are subject to the Return of Title IV calculation for Federal awards.
 - (g) Students must be in good academic standing according to the Satisfactory Academic Progress for Financial Aid Purposes Policy in the financial aid portion of the NCF General Catalog.
 - (h) The process to apply aid toward Book Advances.
- (5) Change of Student Circumstances. Students experiencing a change in the household income or expenses due to medical reasons are encouraged to submit a Professional Judgment Request Form along with supporting documentation. Because financial aid is meant to assist students by considering their current circumstances, the Office of Admissions and Financial Aid will adjust students' eligibility to reflect such circumstances.
- (6) Disbursement of Financial Aid. The NCF Finance Office is responsible for disbursing financial aid awards. Financial aid awards will only be disbursed to enrolled students. Undergraduate Awards are not disbursed prior to the late contract submission deadline. Graduate awards are disbursed according to the student's graduate program academic calendar (typically, two weeks after the first day of the program's semester).
- (7) Available Student Financial Aid Resources. For a listing of our Institutional Scholarships, please see the College website. The following types of financial aid programs are available to eligible applicants who enroll at NCF:
- (a) NCF Scholarship and NCF Waiver. These undergraduate awards are institutionally funded and awarded on the basis of merit or on need as determined by the FAFSA.
 - (b) NCF Grant. This is an institutionally funded grant awarded to undergraduate students based on financial need as determined by the Free Application for Federal Student Aid (FAFSA).
 - (c) Graduate Waiver. This award is institutionally funded and determined for graduate students by the Dean of Admissions and Financial Aid in consultation with the President of the College.
 - (d) Federal Pell Grant. This grant is funded by the federal government, with eligibility determined by the Department of Education for undergraduate students demonstrating exceptional financial need on the basis of information provided on the FAFSA.

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- (e) Federal Supplemental Educational Opportunity Grant. This grant is funded by the federal government. Preference is given to undergraduate students with exceptional need.
- (f) Federal Academic Competitiveness Grant. When available, this grant is funded by the federal government, for Pell Grant recipients who graduated high school after January 1, 2005, are US Citizens or eligible non-citizens, are enrolled in their first year of college, and have completed a rigorous secondary school program as determined by the Department of Education.
- (g) Federal Direct Loan. Under the William D. Ford Federal Direct Loan (Direct Loan) Program, the U.S. Department of Education is the lender. These types of Direct Loans are available to help cover the total cost of attendance. Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need. Direct Unsubsidized Loans are loans made to eligible undergraduate and graduate students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan. Direct PLUS Loans are loans made to graduate students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Loans are either subsidized or unsubsidized, dependent on the level of need. An independent student (as determined by the FAFSA), or a dependent undergraduate student whose parents are unable to borrow under the Parent Loan for Undergraduate Students (PLUS) program, may be eligible to borrow additional amounts under the unsubsidized Federal Direct Loan Program.
- (h) Federal Work-Study. This employment program is funded by the federal government, and awarded on the basis of financial need. Eligible students for whom funds are available will be notified and assisted with job placement on campus.
- (i) Florida Student Assistance Grant (FSAG). FSAG is a state-funded grant program for Florida residents. Residency is determined by the Office of Admissions and Financial Aid for entering students and by the Office of the Registrar for continuing students. FSAG is awarded to undergraduate students based on financial need as determined by the FAFSA. Continuing students must meet the Florida Department of Education's renewal criteria to remain eligible. Award is contingent upon sufficient appropriation of funds by the Florida legislature.
- (j) Florida First Generation Matching Grant. This grant is funded by the NCF Foundation and the State of Florida, and may be available to undergraduate Florida students who demonstrate financial need and whose parents have not earned a baccalaureate degree. Students must submit an application to be considered for this grant. Eligibility is determined by the Office of Admissions and Financial Aid on the basis of information submitted on the FAFSA. Award is contingent upon availability of funding.
- (k) Florida Bright Futures Scholarship. The Florida Bright Futures Scholarship Program rewards Florida high school graduates who are US citizens (or eligible non-citizens) for high academic achievement. The Florida Bright Futures Scholarship Program is comprised of three different awards (but only the Florida Academic Scholars Award or Florida Medallion Scholars Award is eligible for use at New College).

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- (l) Florida Academic Top Scholars (ATS) Award. The Florida Department of Education designates one Florida Academic Scholars award recipient in each district as an ATS award recipient. This scholarship pays an award in addition to the Bright Futures scholarship. It is awarded to the highest ranked Florida Academic Scholars Award recipient in the county where the student last attended high school. Highest ranked determination is based on the Bright Futures GPA and composite SAT or equivalent ACT test score.
 - (m) Robert C. Byrd Honors Scholarship. When available, the Florida Department of Education assigns these scholarships to outstanding Florida resident high school graduates who show promise of continued academic achievement.
 - (n) José Martí Scholarship Challenge Grant. This need-based merit scholarship provides financial assistance to eligible Florida resident students of Hispanic origin. Priority is given to applicants who apply during their senior year of high school.
 - (o) Theodore R. and Vivian M. Johnson Scholarship. This scholarship is a competitively awarded program which is available to undergraduate students with disabilities who enroll in a State University System of Florida (SUS) institution. Applicants must: provide official transcripts, provide documentation of the nature and/or extent of the disability, gain admission as a degree-seeking undergraduate student into an SUS institution, and have demonstrated financial need according to a completed FAFSA.
 - (p) Other outside awards as available. These awards may include VT and DC Tuition Assistance Grants and others awards administered by outside entities that require NCF certification of student enrollment.
 - (q) NCF Textbook Grant. This grant provides supplemental funding for undergraduate students who need additional financial assistance with the cost of textbooks.
 - (r) Latin American/Caribbean Scholarship Program. This program was instituted to help the State of Florida build relations with Latin America and the Caribbean. With publicly funded scholarship assistance and temporary Florida residency, the College helps students pursue a more affordable college education to the benefit of their home country or territory. The Dean of Admissions and Financial Aid will consider this scholarship program for US Citizens and Permanent Resident Aliens who reside in Puerto Rico or the US Virgin Islands, and for international students from Latin America or the Caribbean in an eligible visa category to study at NCF.
 - (s) Benacquisto Scholarship Program (formerly Florida Incentive Scholarship). This is a State of Florida program specifically for National Merit Scholars.
- (8) Petitions. A student, or parent, where permissible, who disagrees with the decision of the Office of Admissions and Financial Aid, or wishes to provide supplemental information for purposes of amending the application for financial aid, may do so by filing a written petition with the Director of Financial Aid. The Director will review petitions with the Dean, who shall render a final decision on the petition in writing.

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Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Stat. Chapter 1009; Fla. Board of Governors Regulations 1.001 and 7.002

History: Adopted 10-17-02, as Rule 6C11-6.002; Revised and renumbered 06-16-07; Revised 11-07-09, 03-07-15, 08-19-16 (technical amendment); Revised and renumbered 06-10-17

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5-1004 Graduate Admissions

- (1) General. Admission to an NCF graduate degree program is decided at the program level, by the Director of the graduate program to which the student has applied, or, in the Director's absence, by a designee of the Office of the Provost.
- (2) The following admission factors will be considered for applicants to the Master of Data Science program:
 - (a) Graduate Application for the Master of Data Science program
 - (b) Recent employment and/or academic experience (including fellowships, internships, research positions)
 - (c) Academic record (all postsecondary transcripts), with documentation of a bachelor's degree from an accredited US college or university (or the foreign equivalent, as determined by a NACES-member transcript evaluation service)
 - (d) Letters of recommendation
 - (e) GRE, GRE Subject, or GMAT scores (if provided)
 - (f) Students with academic records from non-US colleges or universities should arrange for professional evaluation (and translation, if necessary) of their transcripts by a NACES-member service.
 - (g) Students who are not US Citizens or US Permanent Resident Aliens, and whose first language is not English, must provide proof of English proficiency. Typically, recent scores (within the past two years) will be required, as follows:
 1. Test of English as a Foreign Language (TOEFL): score of 83 or better on the TOEFL Ibt, or 560 on the Paper-Based TOEFL; or
 2. International English Language Testing System (IELTS): score of 6.5 or better; or
 3. Recent records (e.g., of the past two years) of successful academic or professional work in a setting where English is the primary language in use may be considered as a substitute for the testing requirement.
- (3) Admission to the Master of Data Science Program will require the following, at minimum:
 - (a) Documentation of a bachelor's degree from an accredited college or university with an undergraduate grade point average of at least 3.0, or documentation of a bachelor's degree and record of successful achievement at an accredited college or university that uses narrative evaluations rather than grades; and
 - (b) Successful completion of a course in Linear Algebra; and

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(c) Successful completion of a course in programming, or proof of programming proficiency.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulations 1.001 and 6.003

History: Adopted 03-17-15; Revised 08-19-16 (technical amendment); Renumbered 06-10-17