



Calendar of Important Dates – Graduation 2015

Date	Day	Activity
April 27 – 29	Monday – Wednesday	Baccalaureate Exam/Reading Days
May 13	Wednesday	Spring 2015 Classes End
May 14 – 15	Thursday – Friday	Reading Days—No classes
May 15	Friday	Satisfactory Baccalaureate Examination form, signed by all members of the Baccalaureate Committee, due in the Office of the Registrar by 5:00 PM
May 18	Monday	All Course Evaluations/ISP Evaluation for Potential Graduates due on the Student Evaluation System
May 18	Monday	Your Senior Thesis/Project due in the Library
May 18	Monday	Satisfactory Thesis/Project Evaluation due in the Office of the Registrar by 5:00 PM
May 19	Tuesday	Spring 2015 Contract Certifications for Potential Graduates due on the Student Evaluation System by 5:00 PM
May 20	Wednesday	Morning: SASC Review of Potential Graduates Afternoon: Faculty Review of Graduates
May 21	Thursday	New Scholars New College
May 21	Thursday	President’s Reception for Graduates, Family and Faculty
May 22	Friday	10:00 A.M.: Commencement Rehearsal EVENING: Commencement Ceremony (Location: Bayfront – Behind Cook Hall)

Important Notes:

- Earlier deadlines set by individual faculty members for scheduling of Baccalaureate Exams and submission of Senior Theses supersede the above deadlines
- All Prospective Graduates should check with the Cashier’s Office (PMD-123) to ensure that they do not have any financial holds and that all tuition and fees have been paid in full. **Students who owe money will NOT receive their diplomas until their financial obligations to the college have been fulfilled.**
- **Prospective Graduates and Faculty:** Please check the Thesis Prospectus/Area of Concentration form to ensure that the Committee is still valid. Every year, some students need to petition to the SASC a retroactive approval of a Committee’s reconstitution. **Bear in mind that Baccalaureate Exams cannot be held until two weeks after the submission of a Thesis Prospectus reconstituting the Committee.**
- **Faculty:** Please submit the Evaluations and Contract Certifications for all Prospective Graduates as early as possible. Please do not wait until the last minute to do so! Since this is a very critical time for the Office of the Registrar, last minute submissions may impede the proper review and determination of eligibility for graduation of our students.

Important information regarding the Baccalaureate Examination on next page!

New College of Florida - Baccalaureate Examination

The Baccalaureate Examination is one of the final requirements for graduation for a New College of Florida student. All Prospective Graduates sit for this examination in the final semester of their studies. This exam presupposes the completion of a Senior Thesis/Project and the substantial completion of the Area of Concentration requirements.

The Baccalaureate Examination is usually held three or four weeks prior to the last day of classes of the Spring Semester. The dates are published in the academic calendar. The Baccalaureate Examinations are open to the College community. No later than one week before the exam, the student who is to be examined shall apply to the Division of his or her thesis sponsor for a room in which to hold the examination. He or she shall provide the Division with the following information:

- Name of Student
- Title of the thesis or project
- Area of concentration
- Members of the baccalaureate committee
- Date and Time of the examination

Once notified of the scheduled room, the prospective graduate should post an announcement of the upcoming Baccalaureate examination on the New College website at <https://myncf.ncf.edu/web/ncf-provost/bacc-announcements> at least two weeks prior to the examination. The already posted Baccalaureate announcements may be viewed at this website. Additionally, the student **may** also post paper announcements in any or all of the following places: the Division Offices, the Library, the Office of Student Affairs, the Office of the Registrar, or published in any available NCF student publications.

The Baccalaureate Examination is an oral defense of the Senior Thesis/Project, the Area of Concentration, and the student's education in general. A student's Baccalaureate Committee includes the senior thesis sponsor, and at least two other faculty members: all of whom have signed the "Thesis Prospectus/Area of Concentration" form on file in the Office of the Registrar.

If the student wishes to change the members of the Committee, a new "Thesis Prospectus/Area of Concentration form," signed by all of the members of the new Committee, must be filed in the Office of the Registrar at least two weeks before the Baccalaureate Examination may be held. A Baccalaureate Examination may be held only with the approval of the Thesis/Project sponsor.

While the Thesis/Project sponsor is solely responsible for certifying the Senior Thesis/Project as acceptable, other members of the Committee have the right to express their reservations concerning the project at the Baccalaureate Examination. In this case, the sponsor is likely to take these reservations into account, especially given that other Committee members may withhold their approval of the Baccalaureate Examination.

A satisfactory "Baccalaureate Examination Report," signed by all members of the Committee, must be submitted to the Office of the Registrar no later than 5:00 P.M. of the Friday proceeding the week of graduation. A satisfactory "Senior Thesis or Project Evaluation" form must be submitted to the Office of the Registrar by 5:00 pm of the following Monday. In addition, the student must submit the original printed thesis for binding and an electronic copy of the thesis in PDF format to the Library no later than 5:00 p.m. on the Monday before graduation. **Otherwise, the student will not be able to participate in the graduation ceremony and his or her diploma will be held and a hold will be placed on his or her transcript until the Library copy has been accepted.**

If a Baccalaureate Examination is held and one or more of the members of the Committee refuse to sign the Baccalaureate Examination form, the student may:

- Fulfill the conditions set by the Committee to the satisfaction of the Thesis/Project sponsor,
- Request another Baccalaureate Examination with the same Committee, or
- Reconstitute the Baccalaureate Committee.

If the Committee is reconstituted, a new "Thesis Prospectus/Area of Concentration" form must be signed by all the members of the new Committee and filed in the Office of the Registrar. The Baccalaureate Examination may not be held earlier than two weeks after the new form is filed. Also, all deadlines previously mentioned remain in effect.

In order to hold a Baccalaureate Exam between the first day of classes of the Fall Semester and the end of the ISP period, the student must be registered for the Fall Semester. Students who hold their Baccalaureates between the first day of classes of the Spring Semester and up to two weeks after graduation must be registered for the Spring Semester. Baccalaureate Examinations held later than two weeks after graduation and before the start of classes of the Fall Semester require that the examinees register for the upcoming Fall Semester.

Note: A student who has not met the requirements of the Bachelor's degree by the time of the last faculty meeting of the academic year cannot graduate in that academic year.