



# NCF

NEW COLLEGE FRANKLIN



## STUDENT HANDBOOK

2023-2024

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# Student Handbook

## 2023 – 2024

*physical address* 136 3rd Avenue South, Franklin, TN 37064

*mailing address* P.O. Box 1575, Franklin, TN 37065

**615-815-8360**

**[newcollegefranklin.edu](http://newcollegefranklin.edu)**

#### AUTHORIZATION

New College Franklin is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

#### NON-DISCRIMINATION

New College Franklin admits students of any race, color and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at New College Franklin. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies or any other school-administered programs.

#### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

New College Franklin is committed to the privacy and confidentiality of student records. It may release financial, academic, and personal information to parents of dependent students seventeen years of age and younger without students' consent. If students are eighteen or older and independent from their parents, they must provide written consent to the college before financial, academic, and personal information is released to the parents. College personnel may reveal generally observed public behavior to parents. The college may occasionally release a student's directory information (name, address, phone number, year in school, major) to inquiring parties. If students want the college to refrain from releasing directory information, they must provide the Dean of Academics with a written request.

#### ACCREDITATION

New College Franklin is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail: [info@tracs.org](mailto:info@tracs.org)] having been awarded Accreditation status as a Category II institution by the TRACS Accreditation Commission on April 13, 2021; this status is effective for a period of five years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

#### INTERNATIONAL STUDENTS

New College Franklin is certified by the Department of Homeland Security Student Exchange Visitor Program to accept and enroll international students. Please contact the New College Franklin office at (615) 815-8360 or [office@newcollegefranklin.edu](mailto:office@newcollegefranklin.edu) for more information.

## FROM THE PRESIDENT

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Welcome to New College Franklin! Over this year, we pray you will discover what it means for a college to have a Christian foundation, to teach classically, to teach the classics, to embrace the liberal arts (Trivium and Quadrivium), to personally mentor and disciple students, to seek to instill wonder and awe for who God is and what He has done, and to facilitate growth in spiritual depth and maturity for the purpose of serving.

We believe you will discover that we embody these ideals with an open heart, that deals with the flaws of sin, but strives towards something greater, brighter, and more beautiful as the Lord shines in our hearts “the light of the knowledge of the glory of God in the face of Jesus Christ.” (2 Cor. 4:6)

As with any experience, you will receive from it what you put in. I encourage you to avail yourself of the wisdom represented in our faculty. Join with fellow students as you grow spiritually, intellectually, and emotionally together, crafting friendships and godly habits that will last a lifetime!

We are so grateful that God has brought you to us! We look forward to how God will use you in furtherance of His mission and His kingdom.

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# Foundational Standards

## MISSION, VISION, AND OBJECTIVES

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### MISSION STATEMENT

Under the Lordship of Jesus Christ, New College Franklin disciples students through the liberal arts for wisdom, virtue, and service.

### INSTITUTIONAL OBJECTIVES

**Wisdom** | Fear of the Lord is the beginning of wisdom; therefore, the community of New College Franklin submits all learning, knowledge, institutional practice, and identity to the Lordship of Christ by analyzing all human knowledge through the framework of the Word of God and humbling ourselves before the Word.

**Virtue** | New College Franklin promotes a vibrant intellectual life that cherishes the liberal arts, academic rigor, and practical relevance by means of discussion-based learning which emphasizes reasoned and affective integration and application. New College Franklin focuses on the students' whole development—educating the heart, soul, and mind for growth and maturity in faith and understanding.

**Service** | New College Franklin seeks to develop within students and the collegiate community the desire and practice of honoring God and of living out in service what is learned in the classroom as fruitful members of a local church and community. Students enter here into the practice of Christian service, embracing their various roles and vocations for a lifetime of service here, at home, and unto the ends of the earth.

### PROGRAM OBJECTIVES

1 | Students will investigate the sovereign plan of God as executed in the progression of ideas and literature throughout major epochs of history and develop an appreciation of the past and its impact on present reality and future trends. (Moral Philosophy)

2 | Students will broaden their understanding of God through His works which display his beauty, order and wisdom, particularly through number, by investigating the nature of number (arithmetic), number in shape (Geometry), number in time (Harmonia), and number in space and time (Cosmology). (Quadrivium)

3 | Students will engage in the process of academic discovery, to value the deep and complex relationship between word and deed and construct meaningful conversations that are critical and creative, clearly communicated, and formulated with integrity. (Trivium)

4 | Students will examine and articulate the overarching plan of God revealed through His Word, translate and interpret the Word of God from the original

Greek, and analyze and apply theology as handed down from the historic tradition. (Theology)

5 | Students will engage the complex relationship between faith, learning, and practice by refining skills in artistic and musical expression, exploring practical application of knowledge in Preceptorial classes, and demonstrating personal development in projects or internships. (Applied)

## STATEMENT OF FAITH

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### TRINITY

We believe in one, true and living God, infinite in being and holy perfection, immutable, eternal, and incomprehensible. In Him is all life, glory, and goodness for He alone is in Himself all-sufficient. In the unity of the Godhead there are three persons, of one substance, power, and eternity: God the Father, God the Son, and God the Holy Spirit.

### INCARNATION

Christ, the Son of God, is of one substance and equal with the Father. He was conceived by the Holy Ghost of the Virgin Mary and took on flesh yet without sin, being in two whole, perfect and distinct natures, one person, fully God and fully man.

### HOLY SCRIPTURE

We hold Scripture as our highest authority. We believe that God's inerrant, infallible, and inspired Word, the Bible—including the Old and New Testaments—is altogether sufficient as our guide for life, practice, and godliness. As a people we are committed to read it, study it, sing it, pray it, teach it, preach it, obey it, and practice it.

### CREATION

Not of any necessity, but of His own pleasure, in the beginning God created the heavens and the earth. All things were created out of nothing in the span of six days, all very good. We believe that science and theology are compatible disciplines that both must operate under the authority of the Holy Scriptures.

### FALL

Adam, our federal head, fell from original righteousness by disobeying God, and sin entered the whole world. In choosing rebellion and lawless separation from God, our first parents became dead in sin, and their original sin is passed on to all mankind.

### SALVATION

Our loving and merciful Father has called a numberless elect out of spiritual death in Adam into eternal salvation and life in Christ. Those whom He effectually called are united to Christ's death, burial and resurrection by no work of their own but by God's free gift.

### COVENANT

God's elect, united in Christ, are His children, and He is a gracious, loving Father. God's children, moved by the proclamation of the gospel, are gathered together as the visible and invisible catholic Church.

## ESCHATOLOGY

As Christ bore God's love to the world, so Christ's Church bears the gospel unto the farthest corners of the world. God works through the Church to preach and to embody the gospel, and we long for the day that "the earth will be filled with the knowledge and glory of the Lord as the waters cover the sea." Habakkuk 2:14

## COLLEGE SYMBOLS

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### DOOR OR PORTAL



Jesus said to him, "I am the way, and the truth, and the life. No one comes to the Father except through me." – John 14:6

At the entrance of the portals she [Lady Wisdom] cries aloud: "To you, O men, I call, and my cry is to the children of man. O simple ones, learn prudence; O fools, learn sense. Hear, for I will speak noble things..." – Proverbs 8:3-6

The door symbolizes opportunity and the call to follow the pathway to wisdom—recognizing that Christ is the only way to God the Father and thus only through Him can true wisdom be found.

### THE TEN COMMANDMENTS, ORTHODOXY

The law of the Lord is perfect, reviving the soul; the testimony of the Lord is sure, making wise the simple; the precepts of the Lord are right, rejoicing the heart; the commandment of the Lord is pure, enlightening the eyes. – Psalm 19: 7-8

So then, the law was our guardian (or schoolmaster)... – Galatians 3:24

Scripture does not only show the principle of holiness, but also that Christ is the way to it. – John Calvin



### THE ROWAN TREE WITH SEVEN BRANCHES



He is like a tree planted by streams of water that yields its fruit in its season, and its leaf does not wither. In all that he does, he prospers. – Psalm 1:3

The angel showed me the river of the water of life, bright as crystal, flowing from the throne of God and of the Lamb through the middle of the street of the city; also, on either side of the river, the tree of life with its twelve kinds of fruit, yielding its fruit each month. The leaves of the tree were for the healing of the nations. – Revelation 22:2

Symbolically, the Rowan tree is associated with transformation, knowledge, and protection from evil. The seven branches represent the seven liberal arts as natural disciplines revealing the character of God in the world that He has made.

### THE THREE TOWERS OF FORTRESS CHURCH, TRINITARIAN LIFE



He only is my rock and my salvation, my fortress; I shall not be shaken. On God rests my salvation and my glory; my mighty rock, my refuge is God. – Psalm 62:6-7

I am writing these things to you so that, if I delay, you may know how one ought to behave in the household of God, which is the church of the living God, a pillar and buttress of the truth. – I Timothy 3: 14-15

Therefore let us be grateful for receiving a kingdom that cannot be shaken, and thus let us offer to God acceptable worship, with reverence and awe, for our God is a consuming fire. – Hebrews 12:28-29

Father, Son, Holy Spirit | Body, Mind, Spirit | Head, Heart, Hands | Beauty, Goodness,  
Truth



# *Student Life*

## INTRODUCTION AND OVERSIGHT

Student Services officially operates under the leadership of the Head of Student Services; however, we encourage the Guild and Houses to take initiative in student services opportunities. This modus operandi maximizes student involvement and promotes leadership development.

## STUDENT SERVICES

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### THE GUILD

The Student Guild serves as the Student Government and protects mutual interests and maintains standards of the College. The Guild provides students a voice on issues pertaining to college life, academics, facilities, and care of students. The Guild also plays a key role in establishing the culture for future students at the college. The Guild is comprised of one representative from each class (called Syndici), the Verger, who organizes students for the care of the facilities and in the practical elements of college functions, the Beadle, which helps represent the College to outsiders, and the Master of the Guild, who serves as the head of the Guild and officially represents the college at various functions.

### HOUSES

Inspired by the British tradition of placing students in houses to foster community, camaraderie, and friendly competition, New College has established four houses into which students are sorted by lot. These houses form the foundation for student life at NCF as each group coordinates student activities, parties, lunches and events. While a faculty member officially leads each house, students are primarily responsible for the planning and execution of the events, making the experience truly student-focused

### COLLEGE LUNCH/COLLEGE TEA

Once a month, the entire college joins together for College Lunch, provided by the college but prepared and presented by one of the Houses. This is a time of fellowship between students and faculty and gives an informal time to connect and discuss life. College Tea is held weekly and serves as a time for informal conversation, or when necessary, formal meetings. College Tea time coincides with our weekly Panera day where we receive the leftovers from what Panera could not sell the previous day.

### PRAYER SERVICES

Four days a week, all members of the institution join together for a time of prayer, Psalm chanting, Psalm singing, and Scripture reading. This dedicated time helps students and faculty re-center our lives on Christ and his Word.

### MENTORSHIP

The curriculum, Socratic methods of discussion, and small class sizes all contribute to an atmosphere of mentorship; however, mentorship does not begin and end within the classroom. Though not required, students regularly and often meet with the faculty or staff to discuss life and biblical issues. The close-knit connection between faculty, staff, and students is one of the most important aspects of life at New College Franklin.

#### COLLEGIUM LECTURES

Regularly, NCF and Cornerstone sponsor a community event, typically a Literature Discussion, Film Discussion, or Collegium in which either a person gives a lecture on a particular topic. Collegiums in the past few years have included speakers such as Russ Ramsey, Tim McIntosh, Angelina Stanford, Joseph Pierce, Roy Atwood, and Claire Holley.

#### MINISTRY OPPORTUNITIES

Although organizationally distinct, NCF shares facilities with Cornerstone Presbyterian Church. Also, several professors attend or are on staff at Cornerstone. As a result, many of our students attend and are actively involved in music and teaching ministries there. Other students are active in the music ministry at Parish Presbyterian Church, another ministry that aided in the development and launch of NCF.

#### ANNUAL FALL HIKE

Annually in October, students and faculty spend a few days hiking and camping in east Tennessee. This provides a great time for bonding, exercise, and a release after the completion of the first term.

#### FRANKLIN CLASSIC

On Labor Day, Mercy Hospital sponsors the Franklin Classic, a 5k race which involves thousands of runners. Annually, students, faculty, staff, and friends have participated in this race, raising awareness of our college and providing an opportunity to bond.

*Book learning alone might be got by lectures and reading; but it was only by studying and disputing, eating and drinking, playing and praying as members of the same collegiate community, in close and constant association with each other and with their tutors, that the priceless gift of character could be imparted.*

*SAMUEL ELIOT MORISON*

#### JOB PLACEMENT

Many of our students work during their time here at NCF and we are happy to help provide connections for students to earn an income while they are here. In addition, as students complete their time, in our mentoring and conversations, we help them prepare to find a job or continue in education.

#### UNOFFICIAL GATHERINGS

Many of the most interesting gatherings are spontaneous and student directed. Concerts, dances, plays, trips to Nashville, trips to various restaurants, and student directed Bible studies and prayer groups, all line the students' calendars and make for an excellent student life experience.

#### ORIENTATION

Annually, in the few days before classes begin in the fall, new students and then all students participate in student orientation. During this two-day process, students are introduced to the philosophical underpinnings of NCF as well as the more practical aspects of living together in community.

## ADMINISTRATIVE SERVICES

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### STUDENT HOUSING

New College Franklin does not currently offer traditional dormitories. New College Franklin is glad to recommend local families that may board out-of-town students. Also, Franklin has a number of affordable apartments within close proximity to the College. Please contact the Office for a list of local apartments or for more information on boarding with a family.

### FINANCIAL SERVICES AND AID

NCF seeks to provide educational services at an affordable and attainable price. In addition, scholarships are available for academic merit as well as financial need. More information regarding financial services and aid are available later in this handbook under Tuition and Fees. Financial services and aid are coordinated by the Head of Operations.

### JOB PLACEMENT

Often, local employers contact NCF in search of students who are willing to work. Those requests are passed along to students. In addition, when students are in need of employment, NCF works to identify potential employers and make those connections. More information is available from the Head of Student Services..

### TUTORING AND ACADEMIC SUPPORT

Students who need assistance in individual courses are encouraged to meet with the professor for additional conversations and review. In addition, the Head of Student Services provides tutoring for students as needed. For more information, contact the Dean of Academics or the Head of Student Services..

### ADVISING

At the beginning of each year, each student meets with the Dean of Academics to verify personal information, review course schedule, pathways to graduation, and address any concerns the student may have. Students nearing graduation are also given the opportunity to discuss future career opportunities.

## STUDENT GUILD/ORGANIZATION

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The purpose of the Student Guild is much the same as any guild—to protect mutual interests and maintain standards. As such, the Guild will exercise influence and feedback on issues pertaining to college life, academics, care of students and facilities, and help to set the trajectory for future students at New College. The Guild assists the college in various roles including: working with

the Dean's Cabinet on academic and institutional issues; working with Student Services on social events; as well as assisting with College functions including, but not limited to, Prospective Student Weekends, visiting students, fundraisers, and Collegia. The Guild is chartered by the Board of Trustees and is under the direction of the President and any of his designees.

All students serving on the Student Guild must be in good academic standing with the College, in compliance with the Code of Ethics, and have the necessary credits to represent their class. No student currently under probation (either academic or disciplinary) is eligible to serve. If a duly elected or appointed member comes under probation during their term, their role in the Guild will also be suspended, and, depending on the nature of the probation, they may need to be replaced.

#### STUDENT LEADERSHIP ROLES

##### *Beadle (Third or Fourth Year)—Brown Stole and Gold Cord*

Chosen by the Dean's Cabinet, the Beadle serves on the Student Guild. His/her role is to help represent the College to outsiders at public functions, including the carrying of the NCF Banner in official ceremonies as well as serving to welcome prospective students throughout the year and especially at Prospective Student Weekend. The beadle also gives a welcome and charge to new students at orientation.

##### *Verger (Second, Third or Fourth Year)—Red Cord*

Historically Vergers were responsible for the order and upkeep of the house of worship, including the care of the church building and its furnishings. As such, his/her role will be to organize students in the care of the church facilities to maintain a neat learning environment that shows respect to our host and visitors. In addition, the Verger will assist with setting up for various college functions throughout the year.

##### *Syndici (First, Second, Third and Fourth Year)—Gold Cord*

Syndici are the student advocates or representatives elected as delegates to the Student Guild. Students will elect their class representative in the spring semester to begin serving the following fall semester. First year students will elect their representative early in the fall semester to serve the rest of the school year. Syndici assists the guild in taking fellow classmates' concerns, feedback, and suggestions to the guild.

##### *Master of the Guild (Third or Fourth Year)—Red and Gold Cord*

The Master of the Guild is elected by the entire student body from the duly elected Junior and Senior Syndici. Only those who have served at least one year on the guild are eligible to be Master of the Guild and if neither of the syndici are eligible or willing to serve, the Master of the Guild can be chosen from anyone in the Junior or Senior class who have been on the Guild for at least one year, including the incoming Verger or Beadle.

The Master of the Guild will serve as the head of the Guild and chairs Guild meetings by following the Robert's Rules of Order: Reading and approval of

minutes; Reports of officers, boards, and standing committees; Reports of special committees, Special orders, Unfinished business and general orders; and New business. The Master of the Guild calls for votes, ensures that members have opportunity to bring up any concerns, and gives committees opportunity to report. He/she ensures that clear objectives are formed each school year, that any objective taken up be given to a standing committee or an individual, or else that a special committee be formed in order to address or organize it.

The Master of the Guild officially represents the Guild at various functions. At the all-student orientation, they welcome the new students, describe the guild, introduce each of its members and their roles, and announce any plans or emphases for the year. At the end of the academic year they meet with the incoming master of the guild, instruct them in their role, and ensure that he or she has any helpful documents or records, e.g.: meeting minutes, tasks performed by the outgoing guild, potential plans for the following school year, and the Pledge of Service. They also assign to each class which faculty members to recognize at the end of year festivities. At the graduation ceremony, they transfer the cords from the outgoing guild to the incoming guild and lead the incoming guild in its pledge of service.

### *Secretary of the Guild*

The Secretary of the Guild is responsible for keeping and compiling meeting minutes and bringing previous meeting minutes to Guild meetings for the Guild to vote on. The Secretary of the Guild can be anyone who is currently on the Guild.



# *Campus and Learning Resources*

## CAMPUS

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New College Franklin shares facilities from Cornerstone Presbyterian Church in a beautiful historic chapel built in 1851 as well as an educational facility built nearly a century ago. NCF administration offices, including those of the Head of Operations and the Dean of Academics are located on the second floor. The Office of the President is located on the first floor within the church office complex. Classes are held in three rooms on the first and second floor as well as in the chapel and in the library. Prayer services and larger school functions are held in the historic chapel. The library resources, the office of Student Services, Library support staff, and study spaces are available in the basement floor. Students are also welcome to use the kitchen.

New College Franklin's facilities are located in the heart of historic downtown Franklin, just 15 miles south of Nashville, Tennessee. Franklin bears a rich history and was the site of the Battle of Franklin on November 30, 1864. Historic Franklin is known for its many antique shops, restaurants, bakeries, coffee shops, and galleries around the city-square and down Main Street. The Natchez Trace is just a few miles to the west of Franklin, and throughout the year Franklin hosts a variety of cultural events and music festivals.

Franklin's proximity to Nashville is also a benefit to New College Franklin. Nashville is a large metropolis known as "Music City" both for the abundant recording studios as well as the wide variety of famous music venues such as the Ryman Auditorium, Grand Ole Opry, Bluebird Cafe and the Schermerhorn Symphony Center, home of the Nashville Symphony. Nashville is home to numerous colleges and universities including Fisk, Belmont and Vanderbilt, giving the city its other nickname, "the Athens of the South."

## LIBRARY AND LEARNING RESOURCES

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New College Franklin has a select library of books and is currently acquiring and cataloging a more extensive collection in order to adequately serve the educational needs of the student body.

A portion of the physical collection is available in the library, located on the third floor in the Crow's Nest. All other physical resources are available to be requested in the Populi app and will be available to be picked up at library space within one week. Students have access to nearly four thousand volumes cataloged according to the Library of Congress call number system and are available for browsing and checkout through the library application within Populi. The library is staffed by trained individuals who are able to assist students in research, tutoring, career counseling, and academic mentoring. In addition, the library contains computers, printers, and other resources to aid students in their projects. The library is available daily, with hours posted.

In addition to the physical collection and resources, NCF maintains agreements with several other libraries that allow access to online journals, books, and other scholarly materials. Links to these resources are available on the college website, and training is available through the library staff.

## TRAINING IN WISDOM AND SERVICE

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New College Franklin is not a vocational school. Our aims are to cultivate the intellectual, spiritual, and moral aspects of our students, not directly the technical-vocational. However, our liberal arts approach to education does have practical benefits for every sphere of life, including jobs. Every human endeavor is blessed by a disciplined, well-ordered mind and soul. Students that persevere through a liberal arts education have a foundation that can be applied in unlimited ways. We believe that investing in who a student is should precede what he does. Hence, because of this intentional order, the practical benefits of a liberal arts education may indeed be greater than those offered in vocational-technical training. However, for all the worth of these practical applications, the primary goal of New College Franklin is to know beauty, truth, and goodness. Proving a Euclidean proposition, singing a Bach chorale, sketching a landscape, and discovering the verb endings of a New Testament Greek word are worthy things that glorify our creative God.

This way of living constitutes a particular calling, and in this sense New College Franklin is a vocational college. *Vocatio* in Latin means a summoning, an invitation and a calling. As creatures bearing the image of the Creator, we are called to more than job-training.

New College faculty is committed to assisting students in their ongoing callings, whether gaining admittance to a graduate program or securing a position with a particular employer.

## CAREER & JOB SEEKING SERVICES

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Career counseling, including access to personality assessment and career matching software, training in the development of resumes and cover letters, is available on the college website, as well as in the library resource center. Assistance is coordinated by the Dean of Students with support offered by various faculty and staff members.



# Student Life Guidelines

## CODE OF ETHICS

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The New College Code of Ethics highlights important aspects of the Christian life and our commitment to God and to one another. We believe that the Christian life by faith through grace involves the whole man and hence every aspect of New College. Therefore, our Code of Ethics is holistic. We believe that academics are not separate from faithfully living in community, faithfully worshiping, and faithfully seeking the Lord God. In other words, the way to wisdom and knowledge is not outside of personal holiness and life in the Church. Furthermore, we believe that our highest standard for life is Christ himself. Following him is our ethic, and no list of extra Biblical rules and regulations will replace the work of the Holy Spirit in our lives, making us disciples of Christ Jesus. Our hope is that all members of the New College community, faculty and students alike, will follow Christ avoiding legalism.

*We may study as much as we will, but we shall not come to know the Lord unless we live according to His commandments, for the Lord is not made known through learning but by the Holy Spirit. Many philosophers and scholars have arrived at a belief in the existence of God, but they have not come to know God.*

ST. SILOUAN

### Personal Holiness

Personal holiness begins by acknowledging the Creator, seeking to honor the Lord in all that we think, say, and do (Deut. 26:17). As God's beloved chosen ones and holy children, we should put on kindness, humility, meekness, patience, and, above all, love, seeking the peace of Christ (Col. 3:12-15). Christians are called to submit to the authority of God's grace and His commands (2 Tim. 3:16-17) so that through grace we cultivate the fruits of the Spirit in our lives: love, joy, peace, patience, gentleness, faithfulness, meekness, and self-control (Eph. 5:8-21).

New College expects students will submit to all the appropriate ecclesiastical authorities (Titus 2:1-15) and will regularly attend a local Church, making worship, discipleship, and spiritual growth central to their lives (Gal. 2:20). Our hope is that New College will be a community of faithful ambassadors of Christ and His Church locally and abroad and in every sphere of life (Matt. 28:19-20).

Students should endeavor to honor and respect the time, work, and feelings of each other as well as faculty and staff (Rom. 12:9-18) and seek to model honesty, integrity, kindness, and modesty in all relationships (Phil. 2:3-7). New College should be a community of peace (Eph. 4:1-6). In areas of Christian liberty, we encourage students to apply Biblical principles (Gal. 5:13-14; 1 Pet. 2:13-16). Moreover, students should walk by the Spirit not gratifying the flesh

through sins such as sexual immorality, impurity, sensuality, idolatry, sorcery, enmity, strife, jealousy, fits of anger, rivalries, dissensions, divisions, envy, drunkenness, orgies, and things like these. (Gal. 5:16-24).

### Statement on Doctrine

New College is committed to examining the Scriptures above all authorities in matters of doctrine. We believe that the early church councils, creeds, and confessions are an accurate summary of Biblical doctrine. Moreover, New College is also Reformed, meaning that we are gratefully rooted in the doctrines of sovereign grace as articulated in the Solas of the Reformation: Sola Scriptura, Sola Fide, Sola Gratia, Solus Christus, and Soli Deo Gloria (see “Theological Perspective” above). These doctrines are at the core of New College, and yet we do not require students to profess these doctrines or violate their consciences. New College seeks to foster open conversation and debate in gentleness and respect over all matters of doctrine within the confines of historic orthodox Christianity. While allowing liberty in matters of doctrine, we expect students not to actively promote doctrines contrary to New College’s doctrine. Students must be teachable, showing respect to one another and to their instructors (Heb. 13:1).

### Academic Integrity

New College students are expected to complete their studies with diligence and integrity (Eph. 5:8-17), willingly seeking to learn and complete whatever is true, honorable, and just (Phil. 4:8-9). Students are expected to be truthful and honest in all areas of the College life. Dishonesty, alteration of documents, plagiarism, misrepresentation, or misappropriation of any sort, intentional or otherwise, may be grounds for disciplinary action by the instructor and the administration. These offenses may be grounds for dismissal from New College.

### Student Pledge

All students must sign the following pledge. Signing below indicates that students have read, understood, and pledged to comply with the New College Code of Ethics.

- As a student of New College Franklin and of my own volition, I pledge to uphold the New College Code of Ethics to the best of my ability recognizing that in word and deed I represent the Lord Jesus Christ before all mankind.
- I therefore affirm my personal and covenantal commitment to uphold these Christian responsibilities outlined in the Code of Ethics, realizing that I will be able to enjoy the privileges of attending New College Franklin only so long as I fully maintain this commitment—by the bounteous grace and according to the merciful providence of God the Father, Son, and Holy Spirit.
- I am committed to respecting New College Franklin’s statement of faith. While I am not obligated to agree with every article, I am committed to respecting the college’s statement of faith.

## DRESS CODE

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We encourage students to remember that appearance and behavior reflect on our Lord Jesus Christ as much as on ourselves (1 Cor. 10:31). Your dress and behavior show a respect for the serious and exciting enterprise of learning. You communicate respect to yourself, your peers, and your teachers by coming to class on time, prepared, and appropriately dressed.

To maintain an atmosphere conducive to and respectful of the vocation of higher-education, New College Franklin expects students to dress appropriately for all classes and official functions. New College Franklin considers business or smart casual clothing to be the most appropriate for the professional environment of a classical college. Clothing that is torn, faded, inappropriately revealing (for a business professional context), overly casual, or distracting is not considered within the definition of business casual.

Appropriate business casual dress typically for the guys includes slacks, khakis, dark jeans in good condition, (no tears or rips) dress shirt, open-collar or polo shirt, knit shirt, optional tie or seasonal sport coat, sweater, or cardigan.

Appropriate business casual dress for the gals includes slacks, khakis, dark jeans in good condition (no tears or rips), blouse or knit shirt (no spaghetti straps or off-the-shoulder), a dress or skirt at knee-length or below, a tailored blazer, sweater, or cardigan.

College sweaters and other college apparel that meets the above criteria are acceptable. T-shirts or hoodies for instance, do not meet that criteria.

## ATTENDANCE POLICY

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The heart and soul of New College Franklin's pedagogy is conversation and community. A student's absence not only affects their own learning experience but their peers'. Further, participation and presence in the classroom is a way of serving the learning community. While individuals will not always be able to come to class, our attendance policy reflects the importance of a person's presence in the classroom.

We expect students to participate in the activities of a course in order to receive credit. Students should expect missed classes to affect their achievement and grade.

- If an instructor assigns a participation grade, the student may lose the opportunity to earn participation credit for classes they miss.
- If an instructor does not assign a participation grade, the student will lose 3 points from their final grade for each absence in excess of 12.5% of the course.
- If a student misses more than 25% of a course, they will be withdrawn.

If a student is absent from class, he or she will generally not receive participation credit for that day. A professor may excuse that day's grade for extraordinary circumstances (e.g., hospital stay, death of close family member, etc.). In such cases, the instructor will exercise discretion.

A **tardy** is defined as arrival after the start of class **up to** 30 minutes late. **Three (3) tardies equal an absence**, and, if applicable, a “0” for participation on that third date of tardiness. Students who arrive **more than** 30 minutes late will be counted **absent**.

Number of Class Meetings	First Absence in Excess of 12.5%	First Absence in Excess of 25%
8	2	3
16	3	5
29-32	5	9

## DAILY PRAYER ATTENDANCE

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The NCF Code of Ethics states that students should make “worship, discipleship and spiritual growth central to their lives (Gal. 2:20).” To aid in this endeavor, NCF offers prayer services Monday through Thursday of each week. Recognizing that one of the stated primary goals at NCF is spiritual growth and development, students are required to attend prayer services on Mondays, Tuesdays, and Thursdays. Wednesdays will be considered optional but highly encouraged.

The Institution Attendance policy applies to prayer attendance; students may miss a maximum of 6 prayer services over the course of a semester. In addition, students who arrive late will receive a tardy, determined at the discretion of the individual taking attendance. Students who fail to meet these prayer service attendance requirements will be reviewed and may be placed on non-academic probation.

Students who have a reduced credit load and are therefore not regularly scheduled to be on campus for a particular day(s) may appeal to the Dean of Academics for a reduced number of required attendances (and corresponding reduced number of excused absences).

## DISCIPLINARY PROCESS

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Students in violation of the Code of Ethics will be called to appear before the Dean’s Cabinet. The Dean’s Cabinet will investigate any accusations, supporting evidence, denial or any other pertinent information. The Dean’s Cabinet may assign the student one of the following three options:

**Probation** | Probation is a serious warning that a student is in danger of not completing his studies at New College Franklin. A student is placed on probation because of a failure to uphold the Code of Ethics. Terms of probation may be assigned as benchmarks to verify the student is able to uphold the Code of Ethics. Failure to meet the terms of probation may result in suspension or dismissal from New College Franklin.

**Suspension** | Suspension is probation including the loss of privilege to attend any classes or other official college activities for a set period of time. If it is necessary to form a disciplinary committee, faculty may be requested to serve on this committee.

**Dismissal** | Dismissal means that a student is no longer registered at the College, and that he must reapply to return to New College. If a student fails to meet the terms of probation and/or suspension, the Dean’s Cabinet will make the decision to dismiss the student in consultation with the Board of Trustees.

## ACADEMIC INTEGRITY VIOLATIONS

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Dishonesty, alteration of documents, plagiarism, misrepresentation, or misappropriation of intellectual property are serious offenses. Any allegations regarding these matters will be investigated thoroughly. Students found to be in violation of the academic integrity policy will face the following actions.

Upon the first offense, the student will receive a 0 on the assignment in question and will be placed on academic probation. The student may redo the assignment, addressing the academic integrity issues in question, and receive a maximum of half credit on the assignment.

Upon the second offense, the student will be withdrawn from the course in which the violation occurred, will receive a Withdrawn Failing in the course, and will be required to repeat this course at a later date.

Upon the third offense, the student will be withdrawn from all classes, receive a Withdrawn Failing in all courses, and be suspended from all classes for the following term. Upon re-enrolling in classes, the student will be placed on Academic Probation and any breach of the Academic Integrity policy will typically result in dismissal from the college. Students desiring to re-enter the college must re-apply. Decisions to re-admit previously dismissed students will be made by the Dean’s Cabinet in consultation with the Board of Trustees.

Offenses accrue during the entirety of the student’s career at New College and from all courses in which the student is enrolled.

## PLAGIARISM

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The following is taken directly from “What is Plagiarism” at [Plagiarism.org](http://Plagiarism.org). Please visit this very helpful site for a wealth of helpful information about plagiarism.

### WHAT IS PLAGIARISM?

Many people think of plagiarism as copying another’s work or borrowing someone else’s original ideas. But terms like “copying” and “borrowing” can disguise the seriousness of the offense:

According to the Merriam-Webster Online Dictionary, to “plagiarize” means

- to steal and pass off (the ideas or words of another) as one’s own
- to use (another’s production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

#### BUT CAN WORDS AND IDEAS REALLY BE STOLEN?

According to U.S. law, the answer is yes. The expression of original ideas is considered intellectual property and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism.



# *Grievances & Harassment*

## GRIEVANCE & COMPLAINT POLICY

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If students believe they have been wronged by a fellow student, faculty, or staff member in a way that should not be overlooked, the College expects that they will first follow the Biblical principle of directly addressing in love and humility the one who has wronged them (Matthew 18) in an effort to strive for peace with everyone (Hebrews 12:14). If this action is not satisfactory, the students may contact the Dean of Academics or the President. If the issue is still not resolved, they may contact the Board of Trustees ([taliessin1@gmail.com](mailto:taliessin1@gmail.com))

If in the case of official student disciplinary action from New College Franklin a student believes they have wrongfully received disciplinary action, they must submit a written petition explaining the grievance in full to the Dean of Academics or the President. The Dean/President and two other faculty members will review the petition within 5 days and decide what action, if any, should be taken. The Dean or President can be reached by office appointment or through the following contact info: New College Franklin, Attn: Dean, P.O. Box 1575, Franklin, TN 37065; Phone: 615-815-8360. The Board is currently available at: [taliessin1@gmail.com](mailto:taliessin1@gmail.com).

If a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, 404 James Robertson Parkway, Nashville, TN 37243-0830. Telephone: 615-741-5293.

## SEXUAL HARASSMENT/MISCONDUCT POLICY

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New College Franklin prohibits sexual harassment of its students and employees (i.e., faculty and staff) and applicants for employment by any student, employee, non-employee or applicant. Such conduct may result in disciplinary action up to and including expulsion or dismissal. This policy covers all students and employees. The college will not tolerate, condone, or allow sexual harassment, whether engaged in by students, fellows, staff, or faculty, supervisors, administrators, associates, or other non-employees who conduct business with the college.

All faculty are expected to conduct their life in accordance with New College Franklin's statement of faith and code of conduct. Toleration of sexual harassment within the New College Franklin community shall not be permitted by the guidelines set forth for this Christian education community.

Faculty should consciously endeavor to honor and respect every members of the college community as their brothers and sisters in Christ, who are created and given value by their creator (Gen. 1:26-27; Rom. 12:9-18) and for whom Jesus died on their behalf for their salvation (Mk. 10:45). Faculty shall commit to follow model honesty, integrity, kindness, and modesty in all relationships (Phil. 2:3-7). Sexual harassment is any behavior that includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when:

- submission to, or rejection of, such conduct is used as the basis for grades, promotions or other academic records and/or employment decisions;
- the conduct unreasonably interferes with an individual's study or job performance or creates an intimidating, hostile or offensive work and study environment.

New College Franklin employees are entitled to work in an environment free from sexual harassment and a hostile or offensive working environment. We recognize sexual harassment as unlawful discrimination, just as conduct that belittles or demeans any individual on the basis of race, color, national and ethnic origin in the administration of the College's educational policies, admissions policies or any other school-administered programs.

No manager or supervisor shall threaten or imply that a student or employee's refusal to submit to sexual advances will adversely affect that person's grades, employment, compensation, advancement, assigned duties, or any other term or condition of student status, employment, or career development. Sexual joking, lewd pictures and any conduct that tends to make employees of one gender "sex objects" are prohibited.

Students and employees who have complaints of sexual harassment should (and are encouraged to) report such complaints to the Dean of the College. If the Dean of the College is the cause of the offending conduct, the student or employee may report this matter directly to the Dean of the Chapel or the Academic Dean. All complaints will be promptly and thoroughly investigated. Confidentiality of reports and investigations of sexual harassment will be maintained to the greatest extent possible. Any student, faculty member, administrator, or employee of the College who, after appropriate investigation, is found to have engaged in sexual harassment of another student or employee will be subject to disciplinary action, up to and including discharge.

If any party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his or her written comments to the Chairman and Secretary of the Board of Trustees of New College Franklin.

New College Franklin will not in any way retaliate against any individual who makes a report of sexual harassment nor permit any student or

employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

While Sexual Harassment violates the ethics of NCF, it should also be noted that it violates federal law (Title VII of the 1964 Civil Rights Act, as amended). This law not only prohibits sexual harassment, it also deems certain employers responsible for preventing and stopping sexual harassment that occurs on the job.

Title VII applies to private and most public employers, labor organizations, employment agencies, and joint employer-union apprenticeship programs with 15 or more employees.

Title VII makes employers liable to prevent and stop sexual harassment of **employees**. Under Title VII, covered employers must: (1) take reasonable care to prevent sexual harassment; (2) take reasonable care to promptly correct sexual harassment that has occurred. In the case that a minor is involved, New College Franklin will notify the appropriate authorities.



# Tuition, Fees, & Financial Aid

## TUITION AND FEES:

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Tuition: **2023-2024: \$12,300**

Fees: **2023-2024: \$325 (+\$150 for graduating seniors)**

- The above tuition amount does not include required books or supplies for the Bachelor of Arts program. Students are responsible to procure their own books for this program. The estimated cost of books will generally be less than \$1200/year.
- New incoming students must submit a non-refundable **matriculation deposit of \$500** with their letter of intent.
- Fees are expenses incurred by NCF that are passed on to the student, including a Student Services Fee of \$175/year, a Technology and Learning Resource Fee of \$150/year.
- Graduating seniors will be required to pay an additional fee of \$150 in their final semester to cover the cost of graduation materials.

Tuition and Fees should be paid in full or arrangements made with the Business Office by no later than August 1<sup>st</sup> for the Fall semester and January 1<sup>st</sup> for the Spring semester. Tuition payment that is more than three business days late is subject to an additional late fee of \$400.

Part-Time students who take less than 12 credits are required to pay **\$420 per credit hour**. Dual credit students will be charged **\$150 per credit hour** up to a maximum of 6 credits per semester.

## PAYMENT OPTIONS:

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- Option 1: Full Pay | Students pay for the entire semester by August 1<sup>st</sup>/January 1<sup>st</sup>. No financing fees are added for this option.
- Option 2: Term Payment | Students make two equal payments per semester due by August 1/October 1 and January 1/April 1. (**\$50 Fee/semester\***)
- Option 3: Monthly | Students make five equal monthly payments per semester, due the 1<sup>st</sup> of July/August/September/October/November for the Fall semester and December/January/February/March/April for the Spring Semester. (**\$100 Fee/semester\***)

\*Fees are added to the first payment of the semester. Tuition payment in this plan that is more than **three business days late is subject to an additional late fee of \$100**.

**Payment Methods:** New College Franklin accepts cash, checks (including ACH debit), money orders, PayPal (via the website), Visa, Master Card, and Discover Card. To cover the cost incurred by credit or PayPal options, an additional 3% must be added to the total charged. For example, a student bill of \$12,300 (full

tuition) plus \$3 (typical fees) must be charged an additional \$369 to cover the cost of the payment option.

Tuition payments may be delivered in person to the Bursar's Office or should be mailed to:

**New College Franklin  
Office of the Bursar  
P.O. Box 1575  
Franklin, TN 37065**

## **TUITION INCREASE POLICY:**

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Tuition for each student will be subject to no more than a 5% increase every year throughout the four years of attendance at NCF., subject to the following requirements: 1. Students must maintain a cumulative GPA of 2.0; 2. Students must not be placed on non-academic probation; and 3. Students must complete their coursework within 4 consecutive years (exceptions may be granted for extenuating circumstances). Students who violate any or all of these requirements will be required to pay current freshman tuition costs beginning at the next payment period through completion of the program. After violating the requirements and paying the current freshman levels, if the offending student meets all requirements, he/she will continue paying at that level throughout the duration of his/her studies at NCF. If he/she violates these terms again, then he/she will be charged at the new current freshman levels.

### **ADDITIONAL FINANCIAL POLICIES**

- The fee to audit a course at NCF is \$250 per course per term. This fee is waived for spouses of enrolled students.
- A 2% service charge fee per month will be due on all past due accounts.

## **WITHDRAWALS**

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Students who withdraw after the add/drop date but before the 28th calendar day of the term or the 56th calendar day of the semester will receive a "W" on their transcripts. Students who withdraw from the course after these dates will receive either a "WP" for those who were passing the course at the time of withdrawal, or a "WF" for those who were failing the course at the time of withdrawal. Students who receive a "WF" will have the failing grade applied to their GPA. Students are expected to email the college office ([office@newcollegefranklin.org](mailto:office@newcollegefranklin.org)) notifying the college of the student's desire to withdraw, and the date of this email will serve as the official withdrawal date for the class.

## **WITHDRAWING FROM NCF**

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Students who wish to completely withdraw from New College Franklin should notify the College Office (in person or by email) and complete a withdrawal form (available from the Registrar). Students who withdraw prior to

the add/drop date of the semester will be removed from classes without academic penalty. Students who withdraw after the add/drop date but before the 28th calendar day of an 8-week term or the 56th calendar day of the semester will receive a “W” on their transcripts. Students who withdraw from the course after these dates will receive either a “WP” for those who were passing the course at the time of withdrawal, or a “WF” for those who were failing the course at the time of withdrawal. Students who receive a “WF” will have the failing grade applied to their final GPA.

Students who simply fail to attend classes for 14 consecutive calendar days and fail to contact the college office will be considered withdrawn as of the 14th calendar day after the most recent attendance. Final grades and refunds will be calculated based on that date.

## REFUNDS

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Payments and Refunds are made based on the semester. Refunds are given based on the following schedule:

- Withdraw prior to the start of classes: 100% minus a \$100 administrative fee.
- Withdraw prior to the add/drop date: 100% minus a \$250 administrative fee.
- Withdraw prior to the 28th calendar day (4 weeks): 75% refund.
- Withdraw prior to the 42nd calendar day (6 weeks): 50% refund.
- Withdraw prior to the 56th (8 weeks) calendar day: 25% refund.
- Withdraw on or after the 57th (8+ weeks) calendar day: 0% refund.

## FINANCIAL AID AND SCHOLARSHIPS

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As a core commitment, New College Franklin seeks to do all it can to keep tuition and fees modest so as to be financially accessible to the broadest possible range of students. To this end, with tuition and fees amounting to approximately \$12,300, NCF is well below the average private college tuition and is nearer to the tuition levels of many state colleges. New College Franklin is able to keep within this financial range by simplifying the focus of the College to the primary aspects of a classical Christian education: wise and experienced faculty, classic books, and inquiring students.

Regardless of how modest the cost, however, some qualified students will be challenged to make ends meet, and the college does not take these concerns lightly. New College encourages students to plan early and take full advantage of college funding opportunities, especially through third-party scholarships, grants and loans. Regarding respective college funding opportunities, students should be aware that to preserve the fullest religious freedoms, New College Franklin does not participate in Title IV federal government financial aid.

Through the below need-based and merit scholarships, New College Franklin willingly assists students as able. Applicants interested in these scholarship opportunities should state their interest to the Admissions Office in the Statement of Financial Commitment and Ability form during the application process.

## NEED-BASED SCHOLARSHIPS

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## GENERAL NEED-BASED SCHOLARSHIP

The General Need-Based Scholarship is offered to students as the College funds allow. The amount of this scholarship varies and reflects the documented need.

**Eligibility:** New College Franklin will ground its need-based financial aid decisions on the Financial Aid Application, available on the college website. Students (with the assistance of their parents, if classified by the IRS as a dependent) will submit basic financial information, including adjusted gross income, number in household, financial obligations, external scholarships, and savings. This information will be entered into a worksheet and a recommended scholarship amount will be calculated. Additional variables (extenuating circumstances) may also be included when determining need-based scholarship amount.

*Let no young man or woman be prohibited from their destiny for want of mere money.*

*C.H. Spurgeon*

Students should not hesitate to contact the Admissions Office at New College regarding questions about the College's financial aid practices.

**Renewal:** The General Need-Based Scholarship is reviewed annually upon re-submission of PROFILE. Additionally, students must maintain a 2.0 grade point average and remain in good standing for the Bachelor of Arts degree.

## THE HIPPO TRUST SCHOLARSHIP

The Hippo Trust Scholarship is first given to students who have earned external scholarships/grants that, for reasons beyond the control of the college or student, cannot be used at New College Franklin. The amount of assistance given by this scholarship will be determined by the Scholarship Committee and may or may not match the amount given in the original external scholarship. The deadline for applying for this scholarship is April 1.

This scholarship can also be used to offset currency differences between the United States and foreign countries where the differences between the value of currency make NCF costs extraordinarily high. Application of these scholarships will be determined and documented by the CFO and President.

After scholarship funds are designated for applicants (including current and incoming students who have signed a letter of intent), remaining funds will be transferred to the general scholarship fund to assist other students as determined by the Scholarship Committee.

Note: The Pell Grant does not qualify for this Scholarship. The Financial Aid Profile, given to students who apply for Financial Aid at NCF, takes Pell eligibility into consideration as financial aid scholarships are disbursed.

## MERIT-BASED SCHOLARSHIP

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### NEW COLLEGE FRANKLIN SCHOLARS

The New College Franklin Scholars award is an honor given to incoming freshmen having outstanding records of high-school academic achievement. The

scholarship awards for the New College Franklin Scholars program are awarded, as funds allow, for up to 50% of tuition (student is still responsible for all fees and other non-tuition charges).

**Eligibility:** Students must have a minimum high school GPA of 3.5, minimum CLT score of 90 or higher. Students must be accepted and enter as first-time, full-time NCF freshmen.

**Renewal:** This scholarship is automatically renewed for up to four consecutive years as long as the student maintains a 3.30 GPA and remains in good standing for the Bachelor of Arts degree. Recipients who are placed on probation or are suspended will no longer be eligible for renewal of the scholarship.

Evaluation process to determine scholarship amounts: This scholarship is awarded as college funds permit; fulfillment of the eligibility requirements is not a guarantee of scholarship. All students meeting the high-school academic record requirements are eligible for up to 50% tuition scholarship (automatically renewed pending the above renewal requirements). Once the base academic requirements are demonstrated and the student is accepted for enrollment, the scholarship will review each student to determine the amount of scholarship offered.

## EXTERNAL FINANCIAL AID, SCHOLARSHIPS & LOANS

New College Franklin encourages students to seek assistance from the wide array of third-party merit, service, or need-based scholarships. Students can research a good number of these opportunities through FastWeb and FinAid.

FastWeb	<a href="http://www.fastweb.com">www.fastweb.com</a>
FinAid	<a href="http://www.finaid.org/scholarships">www.finaid.org/scholarships</a>

## SCHOLARSHIP ORDER OF PRIORITY POLICY

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In the distribution of scholarship monies, external scholarships or scholarships backed by an external source will be figured first, then internal scholarships will be calculated based on the remaining balance. For example, a student with a \$10,000 bill, who receives an external scholarship of \$4,000 and an internal academic scholarship of 50% will be billed \$3,000 for the year. This is calculated as such: the total bill (\$10,000/year) minus the external scholarship (\$4,000) for a total of \$6,000; then with the 50% internal academic scholarship, this amount is reduced to \$3,000/year.

Scholarship funds are applied directly and only to the student's account. Scholarship funds to be awarded from internal scholarships that exceed the student's entire bill voided and be returned to the college. Students cannot earn—through internal scholarships or a combination of internal and external scholarships—funds for attending NCF.

## TAX BREAKS FOR TUITION DISCLOSURE

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Colleges that participate in the Title IV program and receive federal funding are eligible to send Form 1098-T to students who can then use qualified educational expenses as a deduction on their taxes for the previous year. New College Franklin does not participate in Title IV and therefore does not meet the federal definition of an “eligible college.”

## OFF-CAMPUS EMPLOYMENT

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Completing the baccalaureate degree at New College Franklin is a full-time activity. We recommend students work less than ten hours a week. On-campus employment opportunities are rare, but occasionally paid-internships come available. Off-campus employment in and around Franklin is readily available.



# *Classroom Expectations*

## STUDENT'S STATEMENT ON ACADEMIC FREEDOM

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Students at New College Franklin are not required to pledge their assent to the above doctrines of the Christian Faith. We believe that the freedom of belief and conscience is essential to the health of New College Franklin. While valuing freedom of belief and conscience, New College Franklin upholds a particular standard of truth and requires all students to respect it. Our chief commitment is to the Lord Jesus Christ as truth, and this is the basis for academic freedom. Every community is held together by common principles and beliefs about what is true. Hence the question of academic freedom is not whether there is a standard for truth, but which standard. All colleges possess such a standard as the basis for academic freedom. Our standard is the Triune Godhead, and we expect students to earnestly pursue Christ as truth in both word and deed. We do not seek to burden anyone's conscience—either students or faculty—in matters of secondary doctrine. Rather we encourage full academic freedom for students and faculty within the bounds of the Student Conduct and Statement of Faith respectively.

## TECHNOLOGY, TOOLS, AND EDUCATION

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New College Franklin has high regard for the power of technology as useful, God-given tools to increase the fruit of our labors, and the college appreciates the ways technology has widened the scope of communication. At the same time, we believe that these gifts of technology must be employed appropriately and that above all we must recognize the inherent strengths and weaknesses of technology.

To preserve a healthy collegiate culture, New College Franklin expects students to use computers, texting, mobile phones, tablets, iPods, etc. as secondary tools, keeping them always subservient to personal dialogue and face-to-face conversation. This is a broad principle students should apply in numerous ways to foster a culture of civility and charity. As an application of this principle, notwithstanding special circumstances, the college does not allow students to use technological devices in classes. This policy applies to all technological devices, including computers, laptops, tablets, smart phones, and mobile phones. Texting or messaging of any kind during class is strictly prohibited.

The only potential exception to this policy is the use of dedicated e-readers, such as Kindle or Nook. E-readers are not ideal for academic study, but may be adequate in some cases. Professors may determine their own policies regarding the use of e-readers.

## WRITING GUIDELINES

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All assignments are to be typed following the Chicago Manual of Style. A guide to the style and formatting requirements for papers can be found on the website. All other assignments should follow the guidelines found in The Chicago Manual of Style. Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th Edition is an excellent handbook. Please staple pages together. **DO NOT** submit assignments in a notebook, binder, or report folder unless otherwise directed. It is recommended that you keep a copy of any assignment you submit. A sample paper is available on the Documents page of the college website. Detailed writing guidelines and a sample paper can be found on the college website resource page.



# *Safety & Security*

## GENERAL EMERGENCY

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In the event of a general emergency that requires medical or police action, please call 911. Calmly state your name, your location and the nature of the emergency. For any emergency on campus or of an individual connected to the college, please also notify a member of the administration of New College as soon as possible.

For emergency medical situations, please dial 911. The closest medical centers are listed below:

Williamson Medical Center  
919 Murfreesboro Rd  
Franklin, TN 37064  
615.435.5000

Urgent Care  
509 Hillsboro Road  
Franklin, TN 37064  
615.472.2139

## FIRE

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In the event of a fire,

1. Contain the fire by closing all doors as you leave
2. Report the fire by dialing 911
3. Evaluate the building using the nearest fire exit and maintain a minimum distance of 50 feet from the building. Do not reenter the building until given an all clear by administration persons.

## SEVERE WEATHER

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In a tornado or severe weather event, all persons should seek shelter in the basement away from windows or exterior walls.

## ACTIVE SHOOTER

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In the event of an active shooter on campus, do whatever it takes to protect yourself.

If in a classroom and escape is not possible, barricade the door, turn off the lights, and hide out of view of the door. Silence your cell phone, but if possible, call 911 and let them hear what is happening.

If the shooter has opened fire in your area and escape is not possible, lie down on the floor and pretend to be dead.

If you have the option to fight back, use any and all means to defend yourself. Throw books or chairs. Do anything that might save your life.

## EMERGENCY MANAGEMENT TEAM

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The Emergency Management Team of New College consists of the President, the Dean of Academics, and the Head of Operations, Registrar & Bursar. In the event of an emergency, this team will assess the situation and make appropriate decisions.

## EMERGENCY KITS

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Emergency kits containing basic medical supplies are kept in the college office and library. Please notify the college office when supplies are nearly exhausted.

## WEATHER OR EMERGENCY RELATED EVENT CLOSING NOTIFICATION

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New College Franklin uses Populi for emergency notifications. Students will be given the opportunity to opt-in for text message notifications, in addition to the automatic emails, at orientation.

Text notifications can be set up by opening your Populi account and going to the tab at the top right of the screen and clicking in the drop-down menu 'settings.' The following link walks through the process: <https://support.populiweb.com/hc/en-us/articles/223792147>

## PARKING

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New College Franklin does not have designated parking. Students may park on the streets or in the public lots and city parking garages.

## HEALTH SERVICES AND STUDENT INSURANCE

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New College Franklin does not provide insurance or health services. Students are expected to provide their own insurance.



# Contact Information

## GENERAL INFORMATION

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New College Franklin  
136 3rd Ave South, Franklin, TN 37064

Phone: 615.815.8360  
Fax: 866.333.9001  
Email: [office@newcollegefranklin.edu](mailto:office@newcollegefranklin.edu)  
Web: [www.newcollegefranklin.edu](http://www.newcollegefranklin.edu)

## QUESTIONS OR ASSISTANCE

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Tammy McCoy | 615.815.8360 | [office@newcollegefranklin.edu](mailto:office@newcollegefranklin.edu)  
Populi, Course Registration, Financial & Bursar

Brandon Spun | [bspun@newcollegefranklin.edu](mailto:bspun@newcollegefranklin.edu)  
Academic Questions

Mr. Gregory Wilbur | [gwilbur@newcollegefranklin.edu](mailto:gwilbur@newcollegefranklin.edu)  
Collegial Questions

Faith Gulliver | 321.558.4981 | [faithgulliver18@newcollegefranklin.edu](mailto:faithgulliver18@newcollegefranklin.edu)  
Student Services, Library Questions

## NOTES

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# Academic Calendar

## FALL 2023

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Student Orientation	August 10
Start of School Picnic	August 10
Student Orientation	August 11
Convocation	August 11
Start of Classes	August 14
Franklin Classic (No School)	September 4
Fall Prospective Week	TBA
Fall Break	October 9-13
Thanksgiving Holiday	November 22-24
Exam Prep Day (No Classes)	December 11
Final Exams	December 12-14
Yuletide Feast	December 14
Christmas Holiday	December 15 – January 7

## SPRING 2024

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Start of Classes	January 8
President's Day (No School)	February 19
Spring Break	March 4 – 8
Spring Prospective Week	TBA*
Good Friday Holiday	March 29
Easter Holiday	April 1
St. George's Day (NCF's birthday)	April 23
Exam Prep Day (No Classes)	May 6
Final Exams	May 6-9
End of Year Feast	May 10
Graduation	May 11

*\*denotes tentative dates/times*