



## BOARD OF TRUSTEES MEETING – MAIN CAMPUS

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### SPECIAL SESSION MINUTES

May 6, 2025

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:30 p.m., held in-person on the Gloucester Campus in the College Center building.

Meg Resue, Chief of Staff to President and Board of Trustees, read the Open Public Meetings Act Statement: “In compliance with the ‘Open Public Meetings Act’ of the State of New Jersey, adequate notice of this meeting of the Rowan College of South Jersey Board of Trustees was provided by the forwarding of a notice on April 28, 2025, to *The South Jersey Times*, and *The Daily Journal*, the Gloucester and Cumberland County Commissioner Directors, Education Liaisons, Administrators, and both campus college communities.”

Meg Resue led the Pledge of Allegiance.

Roll call followed by Meg Resue:

**Members Present:**

Ms. Lita Abele  
Ms. Christine Allen-Jackson, JSC  
Ms. Jennica Bileci  
Mr. Robert Bumpus  
Ms. Danielle Carroll  
Mr. Gene Concordia  
Mr. Len Daws  
Dr. Edward Geletka  
Mr. Greg Lopercolo  
Dr. Warren Wallace  
Mr. Douglas Wills, Esq.  
Dr. Frederick Keating, President, Ex-Officio

**Advisor Present:**

Mr. Chris Gibson, Esq.

Chair Gene Concordia welcomed Gloucester County Commissioner Gattinelli and Cumberland County Commissioner Lods, as well as everyone else present for the meeting.

**PERSONNEL** – In Nick Burzichelli, Exec. VP, COO & CFO’s absence, Dr. Keating presented on his behalf the personnel actions listed under item 1.

On the recommendation of the President, Trustee Bileci made a motion, seconded by Trustee Wallace, approving the Personnel Actions for the following item 1. (documents attached)

1. Personnel Actions for the RCSJ Gloucester and Cumberland Campuses

On the recommendation of the Board, Trustee Bileci made a motion, seconded by Trustee Wallace, unanimously approving by roll call vote the appointment of Dr. Brenden Rickards as Interim President of RCSJ under the personnel item 2 below. (document attached)

2. Appointment of Interim President of RCSJ

NAME	Y	N	A	NAME	Y	N	A
Ms. Abele	X			Mr. Daws	X		
Hon. Allen-Jackson	X			Dr. Geletka	X		
Ms. Bileci	X			Mr. Lopergolo	X		
Mr. Bumpus	X			Dr. Wallace	X		
Ms. Carroll	X			Mr. Wills, Esq.	X		
Mr. Concordia	X						

### ACADEMIC SERVICES

Report Summary: **Dr. Brenden Rickards**, VP & Provost, Academic Services presented the resolutions for approval, which had previously been reviewed by Board committee.

On the recommendation of the President, Trustee Carroll made a motion, seconded by Trustee Abele the following items 1 through 6 were approved: (resolutions attached)

1. Approve application & accept funding: NJ Dept. of Labor & Workforce Development Pathways to Recovery
2. Approve application & accept funding: NJ Dept. of Humans Services, Div. of Aging SHIP Program

### POLICY

Report Summary: **Meg Resue**, Chief of Staff, President's Office presented the listed policies below.

On the recommendation of the President, Trustee Geletka made a motion, seconded by Trustee Bumpus, approving the following policies: (copies attached)

1. Reaffirmed Policy
  - 9011 Lost and Found
  - 9013 Parking and Traffic
  - 9015 Peaceful Assemblies on Campus
2. Revised Policy
  - 6201 Student Payments, Delinquent Accounts, and Refunds

### OTHER

Report Summary: **Meg Resue**, Chief of Staff, President's Office presented the following proposal to present Former Trustee Ruby Love with the RCSJ Community Service to the College award.

On the recommendation of the President, Trustee Abele made a motion, seconded by Trustee Wills to approve presenting Ruby Love with the following award:

1. Community Service to the College Award

**Student Services** - **Judy Atkinson**, Vice President, Chief Student Affairs Officer, Student Services, provided a brief update indicating Student Services and the college is in full swing with Commencement activities. Ms. Atkinson noted there was recently a wonderful Tri-Alpha ceremony at which Trustee Geletka was an Honorary Inductee and thanked the Board for their continued support.

**SGA President Jessica McKeown** provided an update on the many activities undertaken by the SGA organization to benefit the student body and the college.

**Branch Campus** - **Dr. Jim Piccone**, Vice President/CAO, Branch Campus reviewed statistics regarding the number graduates and degrees to be conferred at this year's 2025 Commencement.

**Innovation & Technology** - **Josh Piddington**, Vice President/CIO, Innovation & Technology, provided an update on the recent visit to the Gloucester Campus by thirty-six, 3<sup>rd</sup> grade Washington Township students who experienced putting together fidget robots, participating in STEM experiments and were also given a full tour of the campus. The positive feedback received by Mr. Piddington seems to indicate that despite the young age of these students, the event promoted what the college has to offer to the public for future thought of potential attendance.

**Rowan College Foundation** – **Cody Miller**, Executive Director, Advancement & Foundation thanked the Board for their support of the Foundation's Gala held on April 24<sup>th</sup> and that the Foundation has established a social media account and will continue to promote the organization's work that they do to support and serve our RCSJ students.

## **PUBLIC PORTION**

Chair Concordia asked Public comment. None received.

## **ADJOURNMENT**

At 7:18 p.m., Trustee Wills made a motion, seconded by Trustee Abele and unanimously approved adjourning the Special Session.

Respectfully submitted,



Lita M. Abele, Secretary

Notes taken by Meg Resue

The following Education/General Fund Actions are presented for Board of Trustee approval.

**(2) Two Full-Time New Hires:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Team Coordinator V, Bursar	Jacob Creedon	Replacement	External Hire	\$18.63 per hour	5/5/2025
Administrator, Special Services	Brianna Noscimento	Replacement	External Hire	\$45,000.00 per year	4/21/2025

**(2) Two Employee Transitions:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Counseling Advisor	Maxwell Armstrong	Reassignment	Internal Hire	\$46,575.00 per year (no salary change)	5/5/2025
Director, Center for People in Transition	Amy Charlesworth	Reassignment	Internal Hire	\$53,000.00 per year (externally funded)	4/21/2025

**(3) Three Part-Time New Hires:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Assistant Men's Baseball Coach – 1st Assistant	Collin Fabio	Replacement	External Hire	\$6,608.00 per year	4/21/2025
Assistant Men's Soccer Coach – 1st Assistant	Charles Kellogg	Replacement	External Hire	\$6,608.00 per year	4/21/2025
Part-Time Perkins Nursing Student Success Coach	Kristy Lively	Replacement	External Hire	\$35.00 per hour (externally funded)	4/21/2025

**(4) Four Promotions:**

Title	Name	Effective Date
Associate Professor, Business Studies	Stacey Callaway	9/1/2025
Associate Professor, Comm & Creative & Perf Arts	Anya Cronin	9/1/2025
Associate Professor, STEM	Gayle Hughes	9/1/2025
Professor, STEM	Nasra Sultana	9/1/2025

**(2) Two Resignations:**

Title	Name	Salary	Effective Date
Assistant Director, Financial Aid	Stephanie Fordyce	\$55,901.88 per year	5/16/2025
Instructor, Peer Recovery	Brandy Mullin	\$64,170.00 per year	3/3/2025

**(2) Two Retirements:**

Title	Name	Salary	Effective Date
Team Coordinator V, Academy of Youth & Adult Literacy	Jean Capizzi	\$44,244.20 per year	6/30/2025
Professor, STEM	Carole Subotich	\$84,963.93 per year	1/1/2026

**(6) Six Adjuncts 2024-2025 New Hires:**

Name	Division
Jaime Connolly	Behav Sci & Law & Soc Jus
Robert Turner	Behav Sci & Law & Soc Jus
Richard Pescatore	Business Studies
Rebecca Melniczuk	STEM
Mary Miyagawa	STEM
Megan Williams	STEM

The following Education/General Fund Actions are presented for Board of Trustee approval.

(1) One Employee Transition:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Student Development Advisor, GEAR UP	Karina Bravo	Reassignment	Internal Hire	\$52,185.00 per year (externally funded)	5/5/2025

(2) Two Promotions:

Title	Name	Effective Date
Senior Communications Specialist	Ahmad Graves-El	5/3/2025
Senior Student Development Advisor, SSS	Carlos Gabriel Gonzalez-Munoz	5/3/2025

(1) One Resignation:

Title	Name	Salary
Administrative Specialist, CTE	Ranaia Hadden	\$ 37,706.05 per year (externally funded)



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE APPOINTMENT OF AN INTERIM PRESIDENT FOR ROWAN COLLEGE OF SOUTH JERSEY**

**WHEREAS**, the Board of Trustees ("the Board") of Rowan College South Jersey (" the College") desires to provide for college leadership during the presidential search transition period; and

**WHEREAS**, the open position of Interim President was advertised internally to the College community; and

**WHEREAS**, the Executive Selection Committee of the Board met with and interviewed the only candidate who applied for this consideration, and who has successfully met the minimum position description criteria; and

**WHEREAS**, the Executive Selection Committee of the Board has recommended to the full Board that Brenden B. Rickards, Ph.D., be appointed to the position Interim President of the College and the Board concurs; and

**WHEREAS**, Dr. Rickards agrees to serve as the College's Interim President during the presidential search transition period.

**NOW THEREFORE BE IT RESOLVED**, subject to the condition precedent set forth below, the Board appoints Dr. Brenden Rickards as the Interim President of Rowan College of South Jersey, effective July 1, 2025, with a starting salary of \$190,194.00; and

**BE IT FURTHER RESOLVED**, the appointment of Dr. Rickards as Interim President is contingent on and subject to the agreement of Dr. Rickards to the terms of an employment agreement acceptable, in form and substance, to the Board Chair and College Solicitor. Dr. Rickards shall serve in this position at the pleasure of the Board pursuant to such employment agreement; and

**BE IT FURTHER RESOLVED**, the Board hereby authorizes and directs the Board Chair to negotiate and execute, on behalf of the Board of Trustees, an employment agreement consistent with the resolution.

**ADOPTED** at a scheduled meeting of the Board of Trustees of Rowan College of South Jersey held May 6, 2025.

Attested:

  
Lita M. Abele, Secretary

  
Gene J. Concordia, Chair







**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE APPLICATION AND ACCEPTANCE OF UP TO \$1,000,000 OVER TWO YEARS FOR THE NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT PATHWAYS TO RECOVERY - ROUND TWO GRANT**

**WHEREAS**, the New Jersey Department of Labor and Workforce Development has issued a Notice of Grant Opportunity (NGO) for Fiscal Year 2025 entitled *Pathways to Recovery – Round 2*, a competitive funding opportunity designed to provide training, employment, and retention support for individuals impacted by the opioid epidemic; and

**WHEREAS**, the Pathways to Recovery initiative will support the delivery of critical workforce training, career readiness instruction, industry-recognized credential attainment, and wraparound services such as transportation, childcare, and case management for a minimum of 200 participants per awardee; and

**WHEREAS**, Rowan College of South Jersey (RCSJ), as a public institution of higher education and regional workforce partner, is uniquely positioned to serve as a lead applicant and training provider, leveraging its career and technical education infrastructure, employer partnerships, and experience delivering holistic support services to underrepresented and vulnerable populations.

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees approves application and acceptance of up to \$1,000,000 over two years for the New Jersey Department of Labor and Workforce Development Pathways to Recovery - Round Two Grant.

**ADOPTED** at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held May 6, 2025.

  
Gene J. Concordia, Chair

Attested:   
Lita M. Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR APPROVAL TO APPLY FOR AND ACCEPT FUNDING FROM THE STATE OF N.J. DEPARTMENT OF HUMAN SERVICES DIVISION OF AGING SERVICES' STATE HEALTH INSURANCE ASSISTANCE PROGRAM (SHIP) PROGRAM**

**WHEREAS**, the Career and Technical Education Division is requesting approval from the Rowan College of South Jersey Board of Trustees to apply for up to \$38,000 in funding from the New Jersey Department of Human Services and the Division of Aging Services; and

**WHEREAS**, authorization is needed to apply for, and upon award, accept this funding for the period of April 1, 2025, to March 31, 2026; and

**WHEREAS**, funds will be used to provide free help through the use of trained volunteer counselors to New Jersey Medicare beneficiaries who have problems with, or questions about their health insurance. Volunteer counselors do not provide legal advice, sell, recommend, or endorse any specific insurance product, agent, insurance company, or plan.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees hereby authorizes the approval of the resolution to apply for and accept up to \$38,000 in funding from the New Jersey Department of Human Services and the Division of Aging Services' State Health Insurance Assistance Program for the period of April 1, 2025, to March 31, 2026.

**ADOPTED** at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on May 6, 2025.

  
Gene J. Concordia, Chair

Attested:

  
Lita M. Abele, Secretary





**State of New Jersey  
Department of Human Services**

**SUBJECT:** Standardized Board Resolution Form

**EFFECTIVE:** This policy shall become effective August 1, 2009.

**PROMULGATED:** July 20, 2009

**SUPERCEDES:** Standardized Board Resolution Form, promulgated  
November 21, 2007

**PURPOSE:** The purpose of this policy circular is to standardize the content of the Provider Agency Board Resolutions across all Department of Human Services (DHS) Departmental Components to assure that all of the required obligations are identified and committed to by the Provider Agency Board.

I. SCOPE

This policy circular applies to all DHS Third Party incorporated contracted Provider Agencies, Universities/Colleges and for-profit organizations.

II. POLICY

Periodically Boards of Directors in conducting the business of their organizations attest to their actions or decisions by way of written resolutions. The DHS requires Contract Providers to complete and file the attached standard board resolution when executing a DHS Third Party Social Service Contract.

A. Requirements for completion, updating and submission

The Attachment I, Page 1 is to be completed by the Agency and the same for Attachment II.

When any changes occur which would affect the contents of the form, the Board is to convene and complete a new Board

**P1.06**

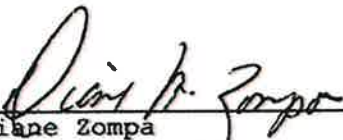
Resolution and submit it to the Departmental Component within 10 business days of the change unless otherwise specified in the DHS policy.

The completed form is to be returned to the Departmental Component with all other required contract documents as part of the contract package. (See Policy Circular P1.01, Documents and Conditions Required for Processing, Executing and Documenting a DHS Third Party Contract.)

Issued by:



Howard Mass, Director  
Office of Administration



Diane Zompa  
Chief of Staff  
Department of Human Services

STANDARDIZED BOARD RESOLUTION

The Board endorses the following commitments as defined in this document:

1. Health Insurance Portability and Accountability Act (HIPAA)\*

Specific to HIPAA (Health Insurance Portability and Accountability Act), the above noted Provider Agency is either (check A or B):

- ☒ A) a covered entity (as defined in 45 CFR 160.103)
- ☐ B) a non-covered entity and has executed a DHS Business Associate Agreement (BAA) last dated \_\_\_\_\_.
- ☐ C) a non-covered entity that will not be receiving or sharing personal health information.

Once executed, the BAA will be included in the Departmental Component's official contract file. The BAA *will be considered applicable indefinitely* unless there is a change in the Provider Agency's status, information or the content of the BAA, in which case it is the responsibility of the contracted Provider Agency to revise the BAA.

The Board agrees that if there is any *change* in their BAA Status the Departmental Component will be immediately notified and the appropriate information provided within 10 business days.

**\* This section is not applicable for DCF Office of Education Contracts.**

2. Legal Advice

The Board acknowledges that the Department of Human Services does not and will not provide legal advice regarding the contract or about any facet of the relationship between the Department of Human Services and the Provider Agency. The Board further acknowledges that any and all legal advice must be sought from the Provider Agency's own attorneys and not from the Department of Human Services.

DEPARTMENT OF HUMAN SERVICES (DHS)

Standardized Board Resolution Form

Supporting Information for Contract # DOAS25SHIP12 for Contract

Period April 1, 2025 to March 31, 2026.

Agency: Rowan College South Jersey

**Certification:**

We certify that the information contained in, or included with, this contract document is accurate and complete.

**Gene J. Concordia** Digitally signed by Gene J. Concordia  
Date: 2025.05.08 11:07:24 -04'00'

**Chairperson, Board of Directors**

**Date**



4/28/25

**Executive Director**

**Date**

**Authorized Signatories for Contract documents, checks and invoices are: (List full name and title) (add additional pages, if needed)**

Frederick Keating

President

**Name**

**Title**

Dominick Burzichelli

Executive VP, COO & CFO

**Name**

**Title**

Gayle Gates

Senior Executive Director, Financial Services

**Name**

**Title**



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Attested:

  
Lita M. Abele, Secretary

  
Gene J. Concordia, Chair





## **Board of Trustees Policy Synopsis**

### **Reaffirmed Policies:**

**9011 Lost and Found  
9013 Parking and Traffic  
9015 Peaceful Assemblies on Campus**

### **Background for policy reaffirmations:**

The policy owners on both the Cumberland and Gloucester campuses worked collaboratively to review and reaffirm these policies.

### **Revised Policy:**

**6201 Student Payments, Delinquent Accounts, and Refunds**

### **Background for policy revision:**

This policy was revised regarding the Title IV Higher Education of 1965 update effective July 1, 2024 delineating the withholding of transcripts based on financial obligations to a college. Additionally, this policy includes refunds specific to Career Technical Education programs.





**Rowan College  
of South Jersey**

**REAFFIRM**

Policy: 9011  
Title: **LOST AND FOUND**  
Area: Safety and Security  
Approved: 07/01/19  
**Reaffirmed: TBD**

The College is host to a large number of people on campus. Inevitably, lost personal belongings are discovered in its facilities and on College property and are brought to the Campus Safety and Security Office in anticipation that the owners will claim the items.

Employees of the College must turn in all personal items found, either to a supervisor or directly to the Campus Safety and Security Office.

Employees who fail to turn in lost items are in violation of the New Jersey Criminal Code N.J.S.A. 2C:20-6, Theft of Property Lost, Mislaid, or Delivered by Mistake, and will be subject to disciplinary action, up to and including termination of employment. (See policy 7009 *Employee Conduct and Work Rules*.)

The President will direct the development of administrative procedures for an efficient process for the handling, storage, and final disposition of lost and found items.

**References:**

Rowan College of South Jersey Administrative Procedure, *9011 Lost and Found*

Rowan College of South Jersey Board of Trustees Policy Manual, *7009 Employee Conduct and Work Rules*



**Rowan College  
of South Jersey**

**REAFFIRM**

Policy: 9013  
Title: **PARKING AND TRAFFIC**  
Area: Safety and Security  
Approved: 07/01/19, 11/10/20  
**Reaffirmed: TBD**

The College endeavors to provide adequate parking areas for students, faculty, and staff as well as spaces for handicapped persons and visitors. However, the College also encourages the use of public transportation and ridesharing, if possible.

Designated handicapped parking spaces throughout the campus are used exclusively by individuals with handicapped parking permits.

Fines may be levied for violations of College parking regulations. In addition, vehicles may be towed at the owner's expense for repeated violations or for safety and security purposes.

Anyone parking a vehicle on campus assumes the risk of accident and expressly agrees that the College will not be held liable for any injury to persons and/or loss or damage to property.

The speed limit on campus roads is 20 miles per hour and 10 miles per hour in the parking lots.

**References:**

Rowan College of South Jersey Administrative Procedure, *9013 Parking and Traffic*



**Rowan College  
of South Jersey**

**REAFFIRM**

Policy: 9015  
Title: **PEACEFUL ASSEMBLIES ON CAMPUS**  
Area: Safety and Security  
Approved: 01/16/24  
**Reaffirmed:** **TBD**

Rowan College of South Jersey (RCSJ) is a student-centered, success-oriented, accessible and affordable learning institution, dedicated to enhancing the community's economic development and quality of life by providing academic excellence through offering innovative programs and services to a diverse community in a safe and caring environment.

As a learning institution, RCSJ supports freedom of expression and the exchange of ideas that can be facilitated by accommodating peaceful assemblies on campus.

All peaceful assemblies on campus are subject to all College policies and administrative procedures that were established to specifically protect and provide a safe environment for the college community, inclusive of all students, faculty, staff, and visitors across all campus locations in Gloucester and Cumberland counties.

The President will have administrative procedures developed to further define and implement this policy.

**References:**

Rowan College of South Jersey Administrative Procedure, *9015 Peaceful Assemblies on Campus*



**Rowan College  
of South Jersey**

REVISE

Policy: 6201  
Title: **STUDENT PAYMENTS, DELINQUENT ACCOUNTS,  
AND REFUNDS**  
Area: Finance  
Approved: 07/01/19, 06/20/23, 07/30/24  
Revised: TBD

**Student Payments**

Tuition and fees are payable at the time of registration or by the payment deadline, if the student is enrolled prior to the payment deadline. It is the student's responsibility to make any arrangements for alternate payment, such as a payment plan, financial aid, scholarships, student loans, or a third party payment arrangement.

A student is expected to meet or to make arrangements to meet all financial obligations as they occur at the College. Any student with outstanding financial obligations to the College will not be permitted to register for courses, ~~receive transcripts or a diploma, or have transcripts sent on his/her behalf~~ or receive a diploma/certificate until any financial obligation is satisfied. The College also reserves the right to cancel previously registered courses of students who do not meet the payment deadline.

Non-refundable tuition deposits e.g., Nursing and Health Professions and Rowan Choice, will be maintained by the College under the student's account until the end of the academic year in which the deposit was required then a new, non-refundable tuition deposit will be required for the next academic year.

**Delinquent Accounts**

While the College will exhaust all means to collect on unpaid student accounts prior to the use of collection agencies, attorneys, and/or credit bureau reporting, the College reserves the right to take legal action to collect payments that are owed.

Understanding there are circumstances where balances cannot be collected, the College will have the ability to write-off, in full, any account that has had an account balance for at least three years and is deemed uncollectible.

## Refunds

Eligible refunds are mailed in the form of a check to the student at the address on file. Financial aid related refunds are processed in accordance with federal regulations within 14 calendar days of disbursement. Non-financial aid related refunds are processed six to eight weeks after the start of the semester.

### Academic Course Refunds

Refund calculations for dropped courses is 100% before the semester begins and during the first week of full-term courses only, 0% thereafter. Accelerated refund dates apply to accelerated courses. These refunds are limited to per-credit tuition and fee charges and course material fees and are assuming that payment was made in full. If payment in full was not received, a balance may still be owed.

### Career Technical Education (CTE) Course Refunds

Refund calculations for dropped courses is 100% before the course begins. The refund process will be made as follows:

- 100% refund prior to the first class meeting
- 50% refund on or after the first class meeting
- No refund after the second class meeting

These refunds are limited to tuition and fee charges and course material fees, assuming that payment was made in full. If payment in full was not received, a balance may still be owed.

Any exceptions to this policy must be approved by the President or designee.

Administrative procedures will be developed for implementation of this policy.

## References:

Rowan College of South Jersey Administrative Procedure, *6201 Student Payments, Delinquent Accounts, and Refunds*