



Rowan College of South Jersey

Administrative Procedure: 8209 **MILITARY ACTIVATION**

Rowan College of South Jersey will comply with N.J.S.A. 18A:62-4.2 which sets forth the options available to a student at a New Jersey public institution of higher education who is unable to complete a course because the student is called to partial or full mobilization for state or federal active duty as a member of the National Guard or a Reserve component of the Armed Forces of the United States with respect to the student's grade for the course and the availability of refunds.

Grading Options

- A student who has completed **at least eight weeks** of attendance in a course may choose to:
 - (1) receive a letter grade; or
 - (2) receive a grade of pass or fail; or
 - (3) receive a grade of incomplete; or
 - (4) withdraw from the course.

- A student who has completed **less than eight weeks** of attendance in a course may choose to:
 - (1) receive a grade of incomplete; or
 - (2) withdraw from the course.

- A letter grade or a grade of pass will only be awarded if, in the opinion of the faculty member teaching the course, the student has completed sufficient work, and there is sufficient evidence of progress toward meeting the requirements of the course, to justify the grade.

- A student who chooses to accept a grade of pass or fail may, within one year after returning to the New Jersey public institution of higher education, receive a letter grade for the course by completing the work required for the course, in which case the letter grade will replace the pass or fail grade as the student's grade for the course.

- A grade of incomplete will remain valid for a period of one year after the student returns to the New Jersey public institution of higher education.

Refunds

- A student who chooses to withdraw from a course will receive a full refund of tuition and fees attributable to that course.
- A student who has paid amounts for room, board, additional fees, or vouchers will, except as provided above, receive a refund of that portion of those amounts attributable to the time period during which the student did not use the services for which payment was made.
- Any refund payable to a student who is a financial aid recipient will be subject to the applicable State and federal regulations regarding refunds as well as Veteran Affairs regulations for educational benefits.

Students called to mobilization are required to meet with Military Services Office staff, complete the required activation checklist, and submit a copy of their orders.

Area: Student Services

Approved: 07/14/20

President's Authorization:  _____

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *8209 Military Activation*

N.J.S.A. 18A:62-4.2

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