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JERSEY COLLEGE



Teterboro Campus

Withdrawals and Leaves of Absences

Withdrawals

Students may voluntarily withdraw from a course prior to the mid-point of the course (measured in terms of weeks) or from a program at any time. Withdrawing from a course after the mid-point constitutes a withdrawal from the program (unless otherwise approved by the Academic Standards Committee). Students withdrawing from a course or courses prior to the mid-point may, subject to availability and approval of the Academic Standards Committee, retake and reattempt the course or courses. Withdraws are considered course attempts (unless otherwise determined by the Academic Standards Committee) for purposes of the promotion policy. The financial implications of a withdrawal and the procedures for withdrawing are set forth under “Refund Policies” in this Catalog. The readmission policies with respect to withdrawals are set forth under “Admissions” above.

A student must provide official notification of his or her intent to withdraw from Jersey College by contacting the Campus Director’s Office, an Educational Program Administrator (Dean or Program Chair), the Financial Aid Office or an Educational Coordinator. Notification can be in person, by telephone, by letter, by email or by fax. The withdrawal date will be the date the student begins the college withdrawal process or the last date of an academically related activity (whichever is later). Students who notify Jersey College orally will be required to confirm the oral notification of withdrawal in writing. A Notice of Withdrawal form can be obtained from the Administration Office. If the Notice of Withdrawal is delivered via mail, the postmark date of the letter must be within three-days of the date of withdrawal to be effective, and the notice must be directed to the attention of the Campus Director at the address listed on the Enrollment Agreement. If the Notice of Withdrawal is personally delivered to Jersey College, the withdrawal will become effective as of the date of personal service of the letter.

Ceasing to attend a course does not constitute an official withdrawal. This is an unofficial withdrawal. In clock hour programs, after a student misses fourteen (14) consecutive days of a course such student will be administratively withdrawn from the program (unless the student has indicated an intent to return or requested a leave of absence) and the student’s last date of attendance will be utilized for the withdrawal date. In credit hour programs, in the case of an unofficial withdrawal, the date of withdrawal will be the end of the term. Withdrawal dates for students who do not notify Jersey College due to circumstances beyond their control may be given special consideration for an earlier withdrawal date based on appropriate third party documentation of their circumstances.

Leaves from College

A leave is defined as a temporary interruption in a student’s program of study—the specific time period of non-enrollment and non-registration. The purpose of a leave is to allow students to interrupt continuous enrollment without having to apply for re-enrollment and without changing conditions of their academic program. Leaves are subject to a number of conditions, approvals and other policies.

Types of Leaves

Jersey College has two types of leaves: (i) Voluntary Leave and (ii) Involuntary Leave. A Voluntary Leave must be requested by the student, while an Involuntary Leave is imposed by Jersey College without the request or consent of a student. A Voluntary Leave can either be a Leave of Absence or an Extended Leave.

In order for a Voluntary Leave to qualify as a **Leave of Absence**, the following must occur:

- A Leave of Absence must not exceed a total of 140 days in any 12-month period. The student must not have had any Leave of Absence or Extended Leave days during the prior 12-months.
- The student must have a reasonable expectation of return within the maximum allowable time period.
- The student must be enrolled in a clock-hour program.

An **Extended Leave** is a Voluntary Leave that (i) does not meet the requirements set forth above regarding returning within the 140 day period, (ii) involves one or more leaves of absence in a 12-month period or (iii) concerns a student in a credit hour program. An Extended Leave (together with any additional leaves of absences or previous Extended Leaves) may not exceed a total of 270 days in any 12-month period.

An **Involuntary Leave** may be imposed by Jersey College as a result of any of the following conditions.

- **Health and safety circumstances:** Jersey College determines that a student poses a substantial risk to the health or safety of the college’s community or to the student’s own physical and/or emotional safety and well-being.
- **Alleged criminal behavior:** A student has been arrested on allegations of serious criminal behavior, or has been formally charged by law enforcement authorities with such behavior.
- **Commitment Breach:** A student has failed to meet a specified academic or related requirement for continuation in a course or a program. For example, the student has not provided medical documentation or proof of required immunizations, the student has excessive course absences or the student tested positive for drugs or alcohol.
- **Disciplinary:** A student is suspended from the college for the remainder of a term and/or subsequent term(s) as a result of violations of the college’s Student Code of Conduct, course or other disciplinary rules.



Fort Lauderdale Campus

- **Interim Removal:** In certain circumstances, the college may impose an interim removal of a student from a campus before a hearing is conducted by an administrator or prior to a Grievance Board Hearing. Interim removal of a student may be imposed: (i) to ensure the safety and well-being of the college community or preservation of college property; (ii) to ensure the student's own physical and/or emotional safety and well-being; or (iii) if it is determined that the student poses a threat of disruption or of interference with the normal operations of the college.
- **Financial:** A student has an outstanding, overdue balance on their student account.
- **Break in courses:** A student is not registered for any courses during a term or a student has a gap in registration during a term.

Requesting a Leave

A student seeking a Voluntary Leave must submit a written request for the leave to the Academic Standards Committee for consideration *and* approval. A Voluntary Leave request should be submitted in advance, unless unforeseen circumstances prevent the student from doing so.

The written request for a **Leave of Absence** must include: (i) student's name, (ii) leave of absence dates, (iii) reason for leave, (iv) supporting documentation (e.g., medical certification), (iv) date of request *and* (v) signature of student.

The written request for an **Extended Leave** should include: (i) student's name, (ii) leave of absence dates, (iii) reason for leave, (iv) supporting documentation (e.g., medical certification) and (iv) date of request.

Granting of a Voluntary Leave

The Academic Standards Committee may grant or deny a Voluntary Leave for any lawful reason. Notwithstanding the foregoing, a "mid-term leave" (as defined below) can only be granted if the student is in good academic standing in each course that the student will be withdrawn from as a result of the leave. That is, a mid-term leave will only be granted if the student has an estimated overall course average at the time of the leave of 75% or higher in each course that the student will be withdrawn from as a result of the leave. If a student is not in good academic standing, a mid-term leave will only be granted under extreme circumstances and will be subject to progression limitations (see below "Leaves from College - Effects of Leave").

If a Voluntary Leave is approved by the Academic Standards Committee, the Campus Director will develop, in conjunction with appropriate Program Administrators, conditions that must be met by the student to register for courses, including (i) the point in the curriculum where the student will be required to return, (ii) the point in the curriculum where the student will be officially returned from the leave, (iii) any additional tuition, fees or other costs associated with or arising out of the leave and returning from the leave, and (iv) any necessary remediation activities the student is to complete before or after re-enrollment. Such remediation activities may include a requirement to successfully audit courses previously completed and/or participate in laboratory or clinical experiences to refine and reinforce skills. When possible, the approval of a Voluntary Leave and conditions for returning from such leave will be set forth in a Memorandum of Understanding that is signed by the college and the student.

Notification and Appeal of Involuntary Leave

Students are notified in writing of the decision by the college to place them on an Involuntary Leave. Such notification should include the start and end date of the Involuntary Leave and the conditions that must be met by the student to register for courses, including (i) the point in the curriculum where the student will be required to return, (ii) the point in the curriculum where the student will be officially returned from the leave, (iii) for a mid-term involuntary leave, the effect and impact of previously earned grades on the return, (iv) any additional tuition, fees or other costs associated with or arising out of the leave and returning from the leave, and (v) any necessary remediation activities the student is to complete before or after re-enrollment. Such remediation activities may include a requirement to successfully audit courses previously completed and/or participate in laboratory or clinical experiences to refine and reinforce skills. When possible, the conditions for returning from an Involuntary Leave will be set forth in a Memorandum of Understanding that is signed by the college and the student.

Withdrawals and Leaves of Absences

A student may request the Campus Director to reconsider an Involuntary Leave decision; such requests must be in writing. If the decision remains unchanged, the student has the right to file an appeal with the Grievance Board.

Effects of a Leave

A leave status maintains a student's affiliation with the college and indicates that the student plans to return to Jersey College after the designated period of time. However, a leave is not a form of registration and does not constitute enrollment at the college. As such, a leave status has a number of academic, financial and other consequences due to this lack of enrollment. The academic, financial and other consequence of a leave may differ based on when the leave occurs. That is, whether the leave occurs after a term begins, but prior to the end of the term (a "mid-term leave") or at the end of a term and prior to the start of the next term (an "end-of-term leave"). Moreover, the academic, financial and other consequences of a leave may differ based on the type of leave - Leave of Absence, Extended Leave or Involuntary Leave.

Academic Effects of a Leave

- **Records:** Records of a leave are maintained in a student's academic file.
- **Transcript:** An end-of-term leave is not considered a withdrawal and therefore is not identified on a student's transcript; a mid-term leave is considered a type of withdrawal from a course and as such, is identified on a student's official transcript. The identification of the leave on the transcript depends on the academic status of the student and type of leave. A mid-term leave where the student is in good academic standing for a course is identified on a student's transcript with the code "LP", indicating a leave withdrawal while in good course standing. A mid-term leave where the student is not in good academic standing for a course is identified on a student's transcript with the code "LF", indicating an academically granted leave withdrawal. A mid-term leave involving a disciplinary Involuntary Leave is identified on a student's official transcript with the code "WC", indicating a withdrawal due to misconduct (see "Academic Policies - Grading").
- **Coursework upon Return:** A student returning from a leave is, at a minimum, required to return to his/her program at the beginning of a term/rotation, and, for a mid-term leave, is required upon returning to the college to undertake the same coursework the student began prior to the leave. For a student on a Leave of Absence, the "Official Return Date" for calculating compliance with the maximum leave time is not the date on which the student reenters the program, but instead, the date on which the student begins new previously unearned coursework/clock hours.

- **Credit for Previous Coursework:** A student returning from a voluntary mid-term leave is not provided with any credit for previously completed course assignments, attendance, exams or other requirements. A student returning from an involuntary mid-term leave is provided with credit for previously completed course assignments, attendance, exams or other requirements, unless otherwise determined by the Academic Standards Committee. However, such student is required to audit previously completed coursework associated with the leave and successfully complete all previously completed assignments, exams and projects and comply with other academic requirements (including attendance) during such audit. Failure to comply may subject such student to academic withdrawal.
- **Promotion and Progression:** A voluntary mid-term leave and associated withdrawal from courses in which the student was in good academic standing at the time of the leave is not considered a course attempt for promotion and progression purposes; however, withdrawals from courses in which the student was not in good standing is considered a course attempt for promotion and progression purposes (unless otherwise approved in writing by the Academic Standards Committee).

Financial Effects of a Leave

- **Financial Support:** A student on a leave is not eligible for financial support. However, the student is responsible for all outstanding financial obligations and payments. Loan agencies (including the Federal government) may expect repayment of outstanding obligations during a leave. Students are encouraged to discuss the consequences of leaves with their Campus Director and Financial Aid Planners.
- **Title IV Enrollment Status and Return of Funds:** A student on an Extended Leave or Involuntary Leave is considered to have ceased attendance and to have withdrawn from the college for Title IV (Federal Financial Aid) purposes. Moreover, a student who fails to return from a Leave of Absence within the maximum allowable time period is also considered to have withdrawn for Title IV purposes. In such cases and as result of the withdrawal, Jersey College is required to perform a Title IV Return calculation, which begins the 180 grace period for Federal Loan repayment (see "Refunds – Return of Title IV Funds" in this Catalog). Students are advised that one possible consequence of not returning from a leave is that a student's grace period for a Title IV program loan might be exhausted and federal loan repayments will begin.

- **Tuition and Fees:**

A student on a Leave of Absence will not be assessed any additional institutional charges for repeating coursework. However, since Jersey College does not assess any additional charges to a student returning from a Leave of Absence, Jersey College is unable to award any additional Title IV aid to such student until the student has completed the coursework in which the student was enrolled when the Leave of Absence was granted and the student meets the required Satisfactory Academic Progress standards.

A student on an Extended Leave or Involuntary Leave is subject to changes in tuition, fees and other costs that occur as a result of or arise out of the leave. Such student will be assessed additional charges based on tuition and fees in effect as of the return date. Jersey College will notify the student of such charges and when possible enter into a Memorandum of Understanding with the student.

- **Satisfactory Academic Progress:** A leave will have no effect on calculating the minimum cumulative grade point average for purposes of Satisfactory Academic Progress. However, a leave is considered a type of withdrawal and as such does count towards calculating the progression rate of Satisfactory Academic Progress. A leave therefore may impact the financial aid status of a student. A student on Financial Aid Warning Status or Financial Aid probation will remain on that status throughout the duration of the student's leave and the student will need to meet the terms of warning/probation upon his/her return to continue to have access to financial aid.
- **Refund Policy:** As stated above, a leave implies that a student plans to return to the college after a designated period of time. As such, a leave is not considered a withdrawal for institutional refund purposes. An institutional refund calculation will only be performed by Jersey College (i) when a student seeks an official withdrawal by notifying the college in writing of the intent not to return, or (ii) where the student fails to return by the end of the designated period of time and the student did not request an extension of the leave.

Other Effects of a Leave

A student on a leave is not a registered student and does not have the rights and privileges of a registered student. As such, the college may deny a student on a leave access to the campus or clinical sites, and restrict the student's access to privileges of a registered student.

Process for Returning from a Leave

General Process

A student on a Voluntary Leave is expected to confirm his/her plans to return to the student's program of study by notifying the Campus Director in writing at least thirty (30) calendar days prior to the previously determined return date. A student who fails to confirm his/her return to the program and/or re-enrollment date in accordance with this policy, or a student who does not notify the Campus Director of a change in plans may be academically withdrawn from his/her program and not allowed to return to his/her program of study.

Medical Certifications

A student who is granted a leave related to a medical condition(s) is required to demonstrate that the condition(s) which precluded enrollment has been resolved sufficiently to allow resumption of studies. In this regards, the student must provide Jersey College with a statement of readiness and fitness to return from a licensed medical or psychological professional who cared for the student while on leave. Such statement should also include any limitations or special accommodations that the student may require upon returning from the leave. The statement of readiness and fitness must be on the professional's letterhead and indicate the person's professional credentials and affiliation. The statement should also clearly state that the student is ready to enroll in a full academic course load, and provide the additional following information: (i) diagnosis(es); (ii) dates seen; (iii) course/duration of treatment; (iv) present treatment/medications; and (v) follow-up plans/recommendations (include assessment of need for continued treatment/therapy). If the college is in need of further information or clarification, it may request the student to provide a signed release giving permission for the student's healthcare provider to speak with the college and provide further information or clarification regarding the student's request to return and readiness. The decision whether to allow a student to return to the college rests with the Academic Standards Committee.

Involuntary Returns

A student placed on an Involuntary Leave is expected to petition the college to return. Such petition should be received by the college at least thirty (30) calendar days prior to the date the student wishes to return or such shorter time frame as the Academic Standards Committee may approve. As part of the petition, such student must demonstrate to the Academic Standards Committee that the circumstances that led to the placement on the Involuntary Leave have been satisfactorily addressed (see Leaves from College - Process for Returning from a Leave - Medical Certifications above) and/or for any disciplinary Involuntary Leave that the conditions set by the college have been satisfied.