Section: 300

Section Title: Academic

Policy Number: 300-J1

Policy Name: Student Military Leave Policy

Policy

Students who are unable to complete a course due to military service have several options based on attendance. The student shall follow the NJ State Law 18A:62-4.2.

Reason for Policy

To accommodate students who are called to duty and are unable to complete a course. To support students at a Ramapo College who are unable to complete a course due to deployment, mobilization, reassignment, or other military obligation as a service member. (taken from the state law)

To Whom Does The Policy Apply

Undergraduate and graduate students who are members of the US Military including the National Guard and Reserve.

Related Documents

Contacts

Office of the Provost: 201-684-7532

Procedure:

Ramapo College of New Jersey will act in accordance with the State Law NJ 18A:62-4.2. which outlines options for students at public institution of higher education that are unable to complete course due to military service.

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 Military including the National Guard or a Reserve Unit of the Armed Forces of the United States shall be entitled to the options set forth in this section with respect to the student’s grade for the course.
In all cases, the student is encouraged to consult with their faculty member(s) on the available options. When possible, it is suggested that the student contact the Office of the Registrar as soon as possible upon receiving their orders to understand their options. The Office of the Registrar will alert the faculty member, with a copy to the Dean of the school in which the course is offered.

As outlined in NJ 18A:62-4.2:

a. A student at a New Jersey public institution of higher education who is unable to complete a course due to deployment, mobilization, reassignment, or other military obligation as a service member shall be entitled to the options set forth in this section with respect to the student's grade for the course.

b. 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.

c. 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.

d. A letter grade or a grade of pass shall 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.

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

f. 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 shall replace the pass or fail grade as the student's grade for the course.

g. A student who chooses to withdraw from a course shall receive a full refund of tuition and fees attributable to that course.

h. A student who has paid amounts for room, board or fees shall, except as provided in subsection g. of this section, 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.
i. Any refund payable to a student who is a financial aid recipient shall be subject to the applicable State and federal regulations regarding refunds.

j. As used in this section, "service member" means an individual who is serving as a member of a Reserve component of the Armed Forces of the United States, or as a member of the National Guard, or on active duty as a member of the Armed Forces of the United States