



JERSEY COLLEGE



Teterboro Campus

Withdrawals and Extended Leaves

Withdrawals

Students may voluntarily withdraw from a course or from a program at any time. A withdrawal from a course is considered a course attempt, unless (i) at the time of withdrawal the student had an estimated course grade at or above the minimum passing grade for the course or (ii) otherwise determined by the Academic Standards Committee. Moreover, students withdrawing at or after the mid-point of a course¹⁶ that have an estimated course grade below 60% will be withdrawn and terminated from their program of study (See Promotion and Repeat Policy - Termination Policy). The financial implications of a withdrawal and the procedures for withdrawing are set forth in the refund policies under “State Policies” in this Catalog. The readmission policies with respect to withdrawal from a program are set forth under “Admissions and Enrollment - Readmission”.

A student must provide official notification of his or her intent to withdraw from a course or a program by contacting the Campus Director’s Office, an Educational Program Administrator (Dean or Program Chair), 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 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. An unofficial withdrawal may result in administrative withdrawal from a program of study or administrative withdrawal from a course as detailed below. The date of withdrawal depends on the type of instruction and the type of program (credit or clock). Notwithstanding the following, 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.

In-person Instruction. In clock hour programs conducted through in-person instruction, 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 conducted through in-person instruction the last date of the term is used for the course and program withdrawal date in cases of an unofficial withdrawal.

Distance Education Instruction. In courses conducted exclusively through Distance Education, students must initially and continuously actively participate (“participate” or “participation”) in the course as follows:

- Credit hour program: undertake an academically related event, including, but not limited to, (i) attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students; (ii) submitting an academic assignment; (iii) taking an assessment or an exam; (iv) engaging in an interactive tutorial, webinar, or other interactive computer-assisted instruction; (v) engaging in a study group, group project, or an online discussion that is assigned by the institution; (vi) interacting with an instructor about academic matters; etc. Participation does not include, logging into an online class or tutorial without any further engagement; or engaging in academic counseling or advisement.
- Clock hour program: Attend the coursework and instruction synchronously.

A student that does not participate within seven (7) calendar days from the course start or does not participate in a course for fourteen (14) consecutive days may be administratively withdrawn from the course. Moreover, a program withdrawal will also occur in such cases if the student is not enrolled in any other courses.

Administrative Withdrawals from Program of Study. Students administratively withdrawn from a course may be also be withdrawn from their program of study at the discretion of the College, for reasons including, but not limited to, failure to make academic progress, space constraints, capacity of the program (instructors, clinical sites, schedules, etc.), and academic requirements (such as changes in admissions, grading standards, promotion and repeat policies, instructional methods and modalities, graduation standards, and other academic and non-academic policy modifications). Moreover, as detailed below, students exceeding the Maximum Leave Time (as defined) will be administratively withdrawn from their program of study.

¹⁶ In or after: Week 3 for 4-week courses, Week 3 for 6-week courses, Week 5 for 9-week courses, Week 6 for 12-week courses, Week 7 for 14-week courses, Week 8 for 16-week courses and Week 9 for 18-week courses. This policy applies to students admitted or readmitted into the Professional Nursing program or the Practical Nursing program with an initial enrollment or re-enrollment date on or after August 2023.

Extended Leaves from College

An extended 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 an extended leave is to allow students to interrupt continuous enrollment without having to apply for re-enrollment. Extended leaves are subject to a number of conditions, approvals and other policies. Extended leaves at Jersey College do not qualify as federal financial aid leaves of absences. 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 ("Maximum Leave Time).

Types of Extended Leaves

Jersey College has two types of Extended 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. 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.
- **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 Appeal 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 Voluntary Extended Leave

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

Granting of a Voluntary Extended Leave

The Academic Standards Committee may grant or deny a Voluntary Extended Leave for any lawful reason. If a Voluntary Extended 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 Extended 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.



Fort Lauderdale Campus

Notification and Appeal of Involuntary Leave

Students are notified in writing of the decision by the College to place them on an Involuntary Extended Leave. Such notification should include the start and end date of the Involuntary Extended 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) 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 Extended Leave will be set forth in a Memorandum of Understanding that is signed by the College and the student.

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

Effects of an Extended Leave

An Extended 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, an Extended Leave is not a form of registration and does not constitute enrollment at the College. As such, an Extended Leave status has a number of academic, financial and other consequences due to this lack of enrollment. The academic, financial and other consequence of an Extended Leave may differ based on when the leave occurs. That is, whether the Extended Leave occurs after a term begins, but prior to the end of the term (a "mid-course leave") or at the end of a term and prior to the start of the next term (an "end-of-term leave").

Academic Effects of an Extended Leave

- Records: Records of an Extended Leave are maintained in a student's academic file.
- Transcript: An end-of-term Extended Leave is not considered a withdrawal and therefore is not identified on a student's transcript; a mid-course leave is considered a type of withdrawal from a course and as such, is identified on a student's official transcript. The grade for such withdrawal will be either a WP or WF based on the student's grade at the time of withdrawal, unless otherwise determined by the Academic Standards Committee.
- Coursework upon Return: A student returning from an Extended Leave is required to return to his/her program at the beginning of a term/rotation.
- Credit for Previous Coursework: A student returning from a mid-course leave is not provided with any credit for previously completed course assignments, attendance, exams or other requirements.
- Promotion and Progression: A mid-course 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 an Extended Leave

- **Financial Support:** A student on an Extended 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 is considered to have ceased attendance and to have withdrawn from the College for Title IV (Federal Financial Aid) purposes.
- **Tuition and Fees:** A student on an Extended Leave is responsible for any and all institutional charges (tuition, fees, expenses, and other costs) associated with the withdrawal from the course and the repeating of coursework upon return from the leave. Moreover, such students are subject to changes in tuition, fees and other costs that occur as a result of or arise out of the Extended 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:** An Extended Leave will have no effect on calculating the minimum cumulative grade point average for purposes of Satisfactory Academic Progress. However, an Extended Leave is considered a type of withdrawal and as such does count towards calculating the progression rate of Satisfactory Academic Progress. An Extended 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 Extended 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, an Extended 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 an Extended Leave

A student on an Extended 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 an Extended Leave access to the campus or clinical sites, and restrict the student's access to privileges of a registered student.

*Process for Returning from an Extended Leave***No Guarantee of Return and Readmission from Extended Leave**

There is no guarantee of return and readmission from an Extended Leave. Returning to and enrolling in courses from an Extended Leave is subject to, among other things, space constraints¹⁷, capacity of the program (instructors, clinical sites, schedules, etc.), and academic requirements (such as changes in admissions, grading standards, promotion and repeat policies, instructional methods and modalities, graduation standards, and other academic and non-academic policy modifications).

Notification and Approval to Return from Extended Leave

A student on an Extended Leave must 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 start of the term they plan to return and enroll into. All readmission from an Extended Leave and enrollment in coursework is subject to obtaining formal approval from the Campus Director for the return and re-enrollment. 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.

¹⁷ Students may need to wait to return until space in the program and/or courses is available.

Medical Certifications

A student who is granted an Extended 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 (includes 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 Extended 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 Extended Leave have been satisfactorily addressed (see "Withdrawals and Extended Leaves - Extended Leaves from College - Process for Returning from an Extended Leave - Medical Certifications" above) and/or for any disciplinary Involuntary Extended Leave that the conditions set by the College have been satisfied. Readmission from an Involuntary Extended Leave and enrollment in coursework is subject to obtaining formal approval from the Academic Standards Committee and the Campus Director for the return and re-enrollment.

Failure to Return

A student who is granted an Extended Leave and does not return at the end of the leave (unless an extension is granted in accordance with these leave policies) will be withdrawn from his/her academic program by the College and the College will conduct a refund calculation in accordance with the refund policies described under "State Policies".