



## UNIVERSITY POLICY

<b>SUBJECT:</b>	STUDENT AFFAIRS	<b>TITLE:</b>	MILITARY LEAVE FROM ACADEMIC PROGRAMS		
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>Presidential</b> <input checked="" type="checkbox"/>	<b>Functional</b> <input type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>	
<b>Responsible Executive:</b>	Vice President for Academic Affairs		<b>Responsible Office:</b>	Academic Affairs	
<b>CODING:</b>	00-01-25-15:10	<b>ADOPTED:</b>	10/19/01	<b>AMENDED:</b>	10/04/10
					<b>LAST REVIEWED:</b> 10/04/10

**I. PURPOSE**

To establish the University's policy regarding academic credit and tuition and fee refunds for UMDNJ students 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.

**II. ACCOUNTABILITY**

Under the Executive Vice President for Academic and Clinical Affairs, the Deans and the Vice President for Academic Affairs shall ensure compliance with this policy. The Student Affairs Deans or equivalent and the University Registrar shall implement this policy.

**III. POLICY**

A. Students who suspend their enrollment in an academic program in response to a call to active military duty are provided the following options in consultation with the Student Affairs Dean or equivalent of their School:

Option 1: Withdrawal from coursework:

Full refund of tuition and course-related fees shall be granted for that academic term; if the academic term has begun, an appropriate notation will be made in the registration record.

**Or**

Option 2: Grade of incomplete:

Incomplete grades are arranged in consultation with the Student Affairs Dean or equivalent and with the concurrence of the faculty member. A grade of incomplete shall remain valid for a period of one year after the student returns to his/her School. The outstanding coursework must be completed in accordance with the School's policies. With the permission of the Student Affairs Dean or equivalent, students given an incomplete grade may arrange individually with their faculty to complete their academic requirements, which could involve credit by examination, before or upon their return from military leave.

**Or**

Option 3: Grade of pass/fail or a specific letter or numerical grade:

A grade of pass/fail or a specific letter or numerical grade shall only be awarded if, in the opinion of 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.

- B. Students may request permission to resume their studies following completion of active military service. Advice from a program director or academic advisor shall be provided to address any curricular changes, current degree requirements, or other academic issues. The cumulative length of the absence and of all previous absences from that institution of higher education by reason of service in the uniformed services shall not exceed five years.
- C. Students who have a federal or state financial aid award are subject to the award repayment policies of the agency in question. Students who have University institutional financial aid are subject to the policies of the School and/or requirements of the donor.
- D. Students must present documentation, in the form of military orders, when requesting military leave.
- E. The tuition assessment upon a student's return from military leave and in future years will be at the latest tuition rate, with the expectation that military benefits will provide funding sufficient to cover the total amount. Should the benefits not cover the total amount, students will be charged, for a maximum of one academic year, the tuition rate in effect at the commencement of their leave. Tuition for all future academic years shall be at the rate in effect at the time.
- F. University fees that are not course-related shall be refunded on a prorated basis for the time period during which the student did not use the services covered by the fee.
- G. Appropriate leave notations indicating the military nature of the leave shall be placed on the academic transcript.
- H. Exceptions to this policy may be made by the Student Affairs Dean or equivalent after considering written requests from students.

By Direction of the President:

## **Signature on file**

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Vice President for Academic Affairs