

## Withdrawal/Attendance Processes for Students called for Military Service

The following process is to be used by Student Services and Student Life staff members when assisting students activated for partial or full mobilization for State or federal active duty as a member of the National Guard or Reserve component of the Armed Forces of the United States in a manner that interrupts completion of an academic semester.

Depending on when in the semester the interruption occurs, students should confer with their advisor and instructors as to which options are most appropriate to their situation. These options are in accordance with The College of New Jersey policies and New Jersey Statute 18A:62-4.2. To exercise the options available under these provisions, students should provide a copy of their military orders.

- A. **A student who has completed at least eight weeks of attendance** in a course may choose to:
1. **Receive a letter grade** based on work completed in relation to total work expected for the course. Students considering this option should discuss their status with the appropriate faculty member. The faculty members should notify the Office of Records and Registration in writing the grade to be assigned for the class. *A letter grade shall only be awarded if, in the opinion of the faculty member teaching the course, the student completed sufficient work and there is sufficient evidence of progress toward meeting the requirements of the course.*
  2. **Receive a grade of pass (“P”) or unsatisfactory (“U”)** for the course. Students considering this option should discuss their status with the appropriate faculty member. The faculty member should notify the Office of Records and Registration in writing that a grade of “P” or “U” be assigned for the class. If the class meets either a major or general education requirement faculty are asked to obtain a waiver stating that the “P” grade may apply toward fulfilling graduation requirements from the Department Chair. *A “P” grade shall only be awarded if, in the opinion of the faculty member teaching the course, the student completed sufficient work and there is sufficient evidence of progress toward meeting the requirements of the course. A student who chooses to accept a grade of “P” or “U” may, within one year after returning to TCNJ, receive a letter grade for the course by completing the work required for the course. A letter grade shall then replace the grade of “P” or “U”.*
  3. **Elect to process an incomplete grade (“I”)** for the course. Students should contact their individual instructors to identify outstanding work. Instructors will process Incomplete Contracts and forward to R&R. Standard published due dates may be waived as needed by the Director of Records and Registration.
  4. **Elect to withdraw.** Students should withdraw through the Office of Student Life (Brower Student Center 214) or (609)771-3129 in accordance with TCNJ’s usual procedures. As a part of this process students must provide a copy of their military orders for documentation. Students who

follow this process will receive non-punitive “W” grades and will be eligible for 100% refund of tuition and fees to the source of payment (self, scholarship fund, financial aid source). Room and Board refunds are subject to the schedule on file in the Office of Residence Life. *(For TCNJ employees utilizing tuition benefits, the requirement to successfully complete a course for eligibility will be waived.)*

- B. **A student who has completed less than eight weeks of attendance** in a course may choose to:
1. **Select to process an incomplete grade (“I”)** for the course. Students should contact their individual instructors to identify outstanding work. Instructors will process Incomplete Contracts and forward to R&R. Standard published due dates may be waived as needed by the Director of Records and Registration.
  2. **Select to withdraw.** Students should withdraw through the Office of Student Life (Brower Student Center 214) or (609)771-3129 in accordance with TCNJ’s usual procedures. As a part of this process students must provide a copy of their military orders for documentation. Students who follow this process will receive non-punitive “W” grades and will be eligible for 100% refund of tuition and fees to the source of payment (self, scholarship fund, financial aid source). Room and Board refunds are subject to the schedule on file in the Office of Residence Life. *(For TCNJ employees utilizing tuition benefits, the requirement to successfully complete a course for eligibility will be waived.)*
- C. **Re-entry:** Students in good standing will be fully eligible for readmission to the College upon completion of active duty service. Students who return within two regular academic semesters may re-enter by notifying the Office of Records and Registration. Students who re-enter with a leave greater than two regular academic semesters re-enter by notifying the Office of Admission (Undergraduate or Graduate as appropriate).
- D. **Attendance Interruption process.** Some students (such as National Guard members called for short-term duty) may not need to fully withdraw but may be subject to attendance interruptions. These students may require assistance in notifying their instructors. Students are advised to call Toni Buchanan in Records and Registration at 771-2825. If calling after hours please leave full name and SSN and a telephone or email point of contact. Attendance interruptions may be converted to one of the above options as required.

Source: Records and Registration, October 2001