

The following is an excerpt from the Academic Catalog (August 2024). Students are advised to review the current catalog for updates, which is available at [www.jerseycollege.edu](http://www.jerseycollege.edu)



Teterboro Campus

## Withdrawals and Extended Leaves





### 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 at

**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Status and Return of Funds: A student on an Extended Leave is considered to have ceased attendance and to have withdrawn from the College for Title IV (Federal Financial Aid) purposes.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
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### **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