
Veteran and Military Affiliated Students

Policy Statement:

Bergen Community College is committed to supporting the academic success of active military personnel, veterans and their dependents in accordance with the rules of U.S. Code Title 38; U.S. Code; N.J.S.A. 18A:62-4.2; N.J.P.L. 2001, Chapter 9; and N.J.P.L. 2001, Chapter 427.

Who Should Read This Policy:

Any student who is currently enrolled in US Military Service and/or any faculty member whose student may be affected by military leave.

Procedure:

I. Academic Monitoring

A student receiving VA educational assistance is required to maintain satisfactory progress and conduct according to standards set by the institution. During and at the close of each semester, the School Certifying Official, in coordination with the Veteran's Liaison in Financial Aid and Academic Advising, will:

1. Review grades and transcripts of all VA benefit recipients to determine academic progress;
2. Categorize "D", "F", "W", and "I" grades;
3. Send inquiries to professors who assigned substandard grades;
4. Counsel student and reiterate the availability of the tutorial assistance program; and
5. Adjust credit hours on 1099b forms when applicable and forward to VARO.

II. Questions regarding Benefits

The Certifying Official is available to assist the student who is experiencing

problems in the following areas:

- Educational benefits
- Non-receipt of monetary assistance benefits
- Payment inquiries
- Amount received questions

III. Mobilization to Active Military Duty, Academic Credit, and Tuition Refunds

Bergen Community College is committed to supporting its students who are called to active-duty service. If activated, students must e-mail orders to the School Certifying Official to assist in transition from BCC to active duty. Pursuant to N.J.S.A. 18A:62-4.2, a student at BCC 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 National Guard or a Reserve component of the Armed Forces of the United States shall be entitled to the options set forth in this policy with respect to the student's grade for the course and the availability of refunds.

- a. 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.
- b. 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.
- c. 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.
- d. A grade of incomplete shall remain valid for a period of one (1) year after the student returns to BCC.
- e. A student who chooses to accept a grade of pass or fail may, within one year after returning to BCC, 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.
- f. A student who chooses to withdraw from a course shall receive a full refund of tuition and fee attributable to that course.
- g. Any refund payable to a student who is a financial aid recipient shall be subject to the applicable State and federal regulations regarding refunds.
- h. Any withdrawal or incomplete recorded on the student's transcript will include a note which ascribes the reason for said grade to being mobilized for service in the National Guard or a Reserve Component of the Armed

All policies are subject to amendment. Please refer to the College Policy website (<https://bergen.edu/about-us/college-policies/>) for the official, most recent version.

Forces of the United States.

IV. Military Student Bill of Rights

Bergen Community College believes that all military students have basic rights to satisfactory college marketing, admissions, and student services practices, including the right to:

- Accurate information about a school’s programs, requirements, accreditation, and their potential impact on course transferability.
- Access basic college/university information and fees without disclosure of student personal information.
- Education planning and career guidance without high-pressure registration and enrollment efforts from institutions.
- A clear and complete explanation of course/program enrollment procedures and all resulting financial obligations.
- Explore, without coercion, all financial aid options before signing up for student loans or other financial assistance.
- Accurate scholarship information free of misleading ‘scholarship’ offers based on military tuition assistance.
- Appropriate academic screening and course placement based on student readiness.
- Appropriate, accessible academic and student support services.
- Clearly defined institutional “drop/add” and withdrawal policies and procedures, including information about the impact of military duties (e.g. mobilization, activation, temporary duty assignments) on their academic standing and financial responsibilities.
- Clearly defined grievance/appeals processes.

Related Documents/Policies:

N/A

Policy History: (adopted/amended)

Adopted: August 6, 2024

Amended: