

The steps for reinstatement:

- Schedule an appointment with a RCC counselor at least two business days prior to the Return Packet Deadline, see the below chart. To schedule an appointment email counselingfrontdesk@roquecc.edu.
- Turn in the completed Academic Return Packet, along with your program planner and unofficial RCC transcript, to mysuccess@roquecc.edu before the Academic Return Packet deadline.

Term You Intend to Return to RCC	Return Packet Deadline (must be received by)	Committee Meeting	Decision Emailed to You
Summer 2022	May 6, 2022	May 10, 2022	May 12, 2022
Fall 2022	July 21, 2022	July 26, 2022	July 28, 2022
Fall 2022	August 25, 2022	August 30, 2022	September 1, 2022
Winter 2023	October 21, 2022	October 25, 2022	October 27, 2022
Winter 2023	November 28, 2022	November 30, 2022	December 2, 2022
Spring 2023	February 3, 2023	February 7, 2023	February 10, 2023
Spring 2023	March 3, 2023	March 7, 2023	March 10, 2023

- If you have been suspended for a second time, a meeting with the Committee is required. To schedule a meeting with the Committee, contact the Counseling Department Administrative Assistant at 541-956-7353.
- You will receive a written response to your academic return packet within one week of the decision date. If the Committee rules the suspension should stand, you have the right to appeal the decision with the Vice President of Student Services.

Members of the Academic Review Committee:
 Director of Enrollment Services/Registrar
 Counseling Department Chair
 Financial Aid Representative



Student ID # _____ Date _____

Name _____

Major _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Term for Re-enrollment _____

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The following documents **MUST** be attached to this form:

- RCC unofficial transcripts (www.roguecc.edu/myRogue).
- Academic plan completed with a counselor; schedule meeting with counselor at least two days prior to petition deadline.
- A statement that describes the situation that led to suspension. Be as complete as possible; provide important dates.
- Documentation to support your reasons for suspension and your proposed academic improvement.
- A statement that describes the actions you will take to ensure your future academic success AND how any interfering conditions (if any) have been resolved.
- A statement that describes how you will pay for tuition, fees and books upon reinstatement.

OPTIONAL: Provide a statement of support from an RCC advisor/counselor/teacher

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HOW TO TURN IN THE ACADEMIC RETURN PACKET:

Turn in the completed packet in one of these ways:

Mail: Counseling Department, 7800 Pacific Avenue, White City, OR 97503 (Must be received by return packet deadline)

Email: Completed packet and required documents to mysuccess@roguecc.edu (scanned or photographed documents accepted)

NOTE: If seeking reinstatement of Financial Aid you must provide documentation showing an extenuating circumstance that meets the following criteria:

- Unforeseen (not pre-existing prior to drop deadline)
- Occurred after the drop period and before the end of the term
- Beyond your control
- Directly impacted your ability to successfully complete the term
- Documentable (provide signed statement demonstrating the above, with letter/receipts from doctor, employer, attorney, landlord, obituary, etc.)

Check here if you are appealing for both Academic and Financial Aid reinstatement.

Type your statement below and describe:

- 1) The situation that led to suspension. Be as complete as possible; provide important dates.
- 2) The actions you will take to ensure your future academic success AND how any interfering conditions (if any) have been resolved.
- 3) How you will pay for tuition, fees and books upon reinstatement.

