

The steps for reinstatement:

- Turn in the completed Academic Return Packet to the assigned Counselor before the petition deadline.

Term You Intend to Return to RCC	Return Packet Deadline (must be received by)	Committee Meeting	Decision Mailed to You
Summer 2020	April 30, 2020	May 5, 2020	May 11, 2020
Fall 2020	August 20, 2020	August 25, 2020	August 31, 2020
Winter 2021	October 29, 2020	November 3, 2020	November 9, 2020
Spring 2021	February 25, 2021	March 2, 2021	March 8, 2021

- 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 541-245-7764.
- 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



**ACADEMIC RETURN PACKET**

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](http://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, 117 S. Central Avenue, Medford OR 97501 (Must be received by Return Packet Deadline) Fax: (541) 245-7648

Email: Completed packet and required documents to Alesha Farrar at [afarrar@roquecc.edu](mailto:afarrar@roquecc.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.

