

The steps for reinstatement:

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

Term You Intend to Return to RCC	Return Packet Deadline	Committee Meeting	Decision Mailed to You
Summer 2019	May 2, 2019	May 7, 2019	May 15, 2019
Fall 2019	August 28, 2019	September 5, 2019	September 11, 2019
Winter 2020	October 24, 2019	October 28, 2019	November 6, 2019
Spring 2020	February 6, 2020	February 11, 2020	February 19, 2020

- 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 reinstatement 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:

Counseling Department Chair
 Director of Enrollment Services
 Financial Aid Representative
 A committee secretary
 Transcript Evaluator



REINSTATEMENT 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).
- 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 REINSTATEMENT PACKET:

Turn in the completed packet in one of these ways:

Mail: Counseling Department, 117 S. Central Avenue, Medford OR 97501

Fax: (541) 245-7644

In Person: Deliver to the Counseling Department in the Student Services Building in Grants Pass or G Building in Medford.

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.)