

The steps for academic return:

- Turn in the completed Academic Return Packet to the Counseling Department Administrative Assistant by the petition deadline.

Term You Intend to Return to RCC	Return Packet Deadline	Committee Meeting	Decision Mailed to You
Summer 2017	May 4, 2017	May 9, 2017	May 12, 2017
Fall 2017	August 29, 2017	September 5, 2017	September 11, 2017

- 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:

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



**ACADEMIC RETURN PACKET**

NOTE: This is **NOT** a financial aid form

Student ID # \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Major \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Term for Re-enrollment \_\_\_\_\_

.....

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.

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

.....

**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

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:** For help with the packet, please call an RCC counselor in Josephine County: 956-7306 or Jackson County: 245-7552