



PETITION TO RE-ENROLL IN COURSES CARRYING ACADEMIC CREDIT

(Revised July 2021)

You must provide an email address to receive confirmation upon receipt of this application by the Office of Academic Advising.

Email address: _____ Date _____

Last Name First Name MI Student ID #

Street Address City State Zip Code

Telephone Numbers (Day/Evening) Major (Curriculum) Semester Petitioning For

PLEASE RESPOND TO ALL OF THE FOLLOWING QUESTIONS: (use additional pages if needed)

1. What factors, specifically, contributed to the poor performance that led to your dismissal?
If possible attach written documentation (i.e., medical, legal or death certificates).

2. What changes have you made which will remedy the areas of weakness and produce satisfactory academic progress?
(Examples might include books you have read, courses you have taken, or other experiences which would contribute to your success as a student.)

3. What specific goals have you set for yourself and how do you plan to meet them?

Please note: If reinstated, the Academic Standards Committee will determine the specific course(s) and number of credits to be taken. The Academic Standards Committee will place priority on repeating course(s) with unsatisfactory grades.

4. Please indicate the course(s) you would like the Academic Standards Committee to consider: _____

5. Are you employed? Yes No

If yes, Company Name _____ Telephone Number _____

Hours/week _____ Name of Supervisor _____

The procedure of petitioning to re-enroll includes meeting with an academic advisor/counselor to discuss this petition.

I met with _____ on _____
Academic Advisor's/Counselor's Name Date

**Deliver or mail this petition to: Advising & Retention Office
Student Services, Student Success Center, Mount Laurel, NJ 08054
Advising@rcbc.edu**

**THE DEADLINES FOR PETITION ARE AS FOLLOWS:
AUGUST 5 FOR FALL SEMESTER (ELIGIBLE TO PICK UP FORM JUNE 5)
DECEMBER 5 FOR SPRING SEMESTER (ELIGIBLE TO PICK UP FORM OCTOBER 5)**

NOTE

The Academic Standards Committee requires that you appear for a personal interview. Interviews will be scheduled after the deadline date. Petition forms received after the deadline date may not be necessarily processed for the semester desired. Late petitions may be processed for a later semester.

By signing this statement, I realize that I am authorizing the Academic Standards Committee access to all of my education records. If I am reinstated, I realize the Academic Standards Committee or its representative may share my cumulative academic record with my instructors and may request periodic reports of my progress and standing. I am also aware of the fact that failure to achieve academic progress and standing will result in dismissal from classes for at least one full semester and the future attendance at RCBC will be at the discretion of the Academic Standards Committee.

Student's Signature

Date