GUIDELINES FOR PETITIONS

ALL REASONS **MUST BE DOCUMENTED** TO THE COMMITTEE’S SATISFACTION. **STUDENTS ARE RESPONSIBLE FOR SUBMITTING THE NECESSARY LETTERS, DOCUMENTS, ETC.** in support of their petition and may consult with an Assistant Dean in the Academic Advising Office. In the meantime, **CONTINUE CLASS ATTENDANCE**.

Generally, the following **WILL** constitute grounds for acceptance of withdrawal petitions:

1. Medical reasons. (Physical, Emotional or Psychological problems must have an established background and documentation).
2. Change of family or economic status.
3. Clear cases of administrative, faculty advisory or instructor negligence.

Generally, the following **WILL NOT** constitute grounds for withdrawing from a course or semester:

1. Voluntary overload of course work (with or without advisor’s signature).
2. Discontinuation of class attendance.
3. Obvious disregard of the catalog rules.
4. An attempt to remove a lower grade in order to maintain a good average.
5. Sudden revelations (after drop/withdrawal period) that the work is too demanding, or that the student does not have background for the course.
6. Failure to consult with the professor (after drop/withdrawal period and/or after receiving a warning notice).
7. Change of major.
STUDENT’S FORM

TO: SCHOLASTIC STANDING COMMITTEE – RUTGERS, CAMDEN CAMPUS

NAME: _____________________________________________________________

ADDRESS: ____________________________CITY/STATE____________________ZIP_________

EMAIL: _______________________________________________

SCHOOL #: ____ 50 – College of Arts & Sciences or _____64 – University College

RU ID#: _______________ PHONE #: ______________ MAJOR: ______________

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PETITION TO WITHDRAW FROM COURSE(S) AFTER THE DEADLINE

INSTRUCTIONS:

1. CONTINUE CLASS ATTENDANCE! Your petition may be denied.

2. Complete the STUDENT FORM front and back and make the appropriate copies. Return student form & copies to the Academic Advising Office.

3. Complete the top portion of the ADVISOR’S and INSTRUCTOR’S FORM(S).

4. Request both your ADVISOR and the INSTRUCTOR OF THE COURSE to complete the forms. Once they have completed these forms please submit these forms to the Scholastic Standing Committee, Office of Academic Advising 311 Cooper St Camden NJ 08102.

5. NOTE: If the course that you are petitioning to withdraw from includes a Lab, you must list it separately and submit a separate instructor’s form.

7. In order to ensure privacy and security, decisions will not be released by phone. YOU WILL RECEIVE OFFICIAL NOTIFICATION BY MAIL.

If your reason for withdrawing from the course(s) is personal, you are urged to meet with one of the Assistant Deans in the Academic Advising Office, 311 Cooper St, (856)225-6043 to discuss your situation. Additional information from persons other than your Instructor or Advisor is strongly recommended by the committee. You are reminded to review the academic regulations in your College Catalog. All of the information that the Committee receives is confidential.

NAME OF COURSE SCHOOL # SUBJECT# COURSE# SECTION# INSTRUCTOR’S NAME
_________________________________ ___ ___________ _______ _______ _________________
_________________________________ ___ ___________ _______ _______ _________________
_________________________________ ___ ___________ _______ _______ _________________
_________________________________ ___ ___________ _______ _______ _________________

Semester __________

STUDENT’S SIGNATURE ___________________________ DATE __________________

(Petition must be signed)
REASONS FOR PETITION

After consulting the Committee’s Guidelines for Petitions (on Blue sheet), please TYPE below the reasons why you think the Committee should grant your request. You may also do this on a separate sheet of paper and attach it to your petition. DO NOT PUT YOUR NAME ON YOUR STATEMENT. Be as clear and concise as possible. Make ten (10) copies of your typed statement, and submit them along with the original petition and a copy of your most recent transcript to the ACADEMIC ADVISING OFFICE, 311 COOPER ST. Be sure to explain why you did not withdraw from the course before THE LAST DATE TO WITHDRAW FROM A COURSE WITHOUT ACADEMIC PENALTY. This date can be found in the Semester Class and Hour Schedule.

REASONS: CHECK APPROPRIATE REASON(S) AND EXPLAIN BELOW.
***Attach only one copy of documents with petition.

_____ 1. Medical (Appropriate medical documentation must be included)
_____ 2. Employment related (Documentation from your employer is required)
_____ 3. Personal or family (please describe)
_____ 4. Mis-advisement or Negligence by Rutgers Staff
_____ 5. Other _________________________________

Do not write below this line.

SCHOLASTIC STANDING COMMITTEE ACTION

ACCEPTED _____ DENIED _______ OTHER _______

COMMENTS __________________________________________________________
TO: SCHOLASTIC STANDING COMMITTEE – RUTGERS, CAMDEN CAMPUS

PART I. TO BE COMPLETED BY THE STUDENT DATE: ___________

STUDENT’S NAME: ______________________________ RU ID#: _________________

SCHOOL #: _____ 50 – College of Arts & Sciences or _____ 64 – University College

NAME OF COURSE SCHOOL # SUBJECT # COURSE # SECTION #

_________________ _________ _________ _________ __________

NAME OF INSTRUCTOR: ______________________________ SEMESTER: ____________

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PART II. TO BE COMPLETED BY THE INSTRUCTOR AND RETURNED WITHIN FIVE (5) DAYS TO THE SCHOLASTIC STANDING COMMITTEE, ACADEMIC ADVISING OFFICE, 311 COOPER ST. CAMDEN NJ 08102

The above student is petitioning the Scholastic Standing Committee to retroactively withdraw from the above course. Your comments will aid the Committee in making a decision.

1. The student attended class:
   (a) ____ regularly
   (b) ____ irregularly throughout the semester
   (c) ____ irregularly only in the recent past
   (d) ____ rarely or not at all
   (e) ____ if stopped attending, last date of attendance _______________________

2. As of the present, the student has completed all course work required. Yes ___ No ____

3. On the basis of the student’s work, the student’s grade as of this date is __________.

4. In your opinion, why do you think the student is petitioning to withdraw after the deadline?

5. Please add any additional comments and/or information that you believe can help the Committee reach an objective decision. Thank you.

INSTRUCTOR’S SIGNATURE: ______________________________ DATE: ____________
ADVISOR’S FORM

TO: SCHOLASTIC STANDING COMMITTEE – RUTGERS, CAMDEN CAMPUS

PART I. TO BE COMPLETED BY THE STUDENT DATE: ____________

STUDENT’S NAME: ___________________________________ RU ID #: __________________

SCHOOL #: _____ 50 – College of Arts & Sciences or _____ 64 – University College

NAME OF COURSE SCHOOL # SUBJECT # COURSE # SECTION #

_________________ _________ _________ _________ __________

NAME OF ADVISOR: ______________________________ SEMESTER: ______

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PART II. TO BE COMPLETED BY THE ADVISOR AND RETURNED WITHIN FIVE (5) DAYS TO THE SCHOLASTIC STANDING COMMITTEE, ACADEMIC ADVISING OFFICE, 311 COOPER ST.

The above student is petitioning the Scholastic Standing Committee to retroactively withdraw from the above course. Your comments will aid the Committee in making a decision.

1. In your opinion, why do you believe the student wishes to withdraw from this course?

   
   2. In many cases, a student’s reason for withdrawing from a course is personal. If you have discussed personal problems, a brief comment could be helpful to the Committee.

   
   3. Any additional information that you believe would assist the Committee in making a decision will be appreciated. Please use the reverse side if necessary.

   

ADVISOR’S SIGNATURE: ______________________________ DATE: ____________