

SCHOLASTIC STANDING COMMITTEE (SSC) PETITION FORM

Guidelines for RETROACTIVE Withdrawal Petitions

In support of this petition, students should consult with the Academic Services Office. In the meantime, **CONTINUE CLASS ATTENDANCE** as your petition may not be approved!

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 (during the drop/withdrawal period and/or after receiving a warning notice.)
7. Change of major.

INSTRUCTIONS

If your reason for dropping the course(s) without penalty is personal, we urge you to meet with an Academic Services Office Advisor, 2nd Floor – BSB, 856-225-6216 to discuss your situation.

1. **CONTINUE CLASS PARTICIPATION!** Your petition could result in a denial decision.
2. Complete the **STUDENT FORM** and make the appropriate copies.
3. Complete the top portion of the **ADVISOR FORM AND INSTRUCTOR FORM**.
 - a. Request both your ADVISOR and the INSTRUCTOR OF THE COURSE to complete and send the respective form to Academic Services Office (BSB 2nd Floor) Reception Area.
 - b. NOTE: If the course that you are petitioning to drop includes a Lab, you must list it separately and submit a separate instructor's form.
4. **After consulting the Committee's Guidelines for Petitions, please prepare a STATEMENT on a separate sheet of paper the reasons why you think the Committee should grant your request.**
 - a. DO NOT PLACE YOUR NAME ON THE STATEMENT, ONLY YOUR RUTGERS ID NUMBER.
 - b. Be as clear and concise as possible. Should not exceed one page.
 - c. Be sure to explain why you did not withdraw from the course before the last date to drop a course without academic penalty. This date is available online at the [Registrar's Website](#), under the academic calendar.
 - d. Submit your statement along with the original petition to the Academic Services Office, 2nd floor Reception Area BSB, (856) 225-6216.
6. The SSC Committee strongly recommends submission of pertinent information from persons other than University faculty and staff. Please review the academic regulations in [the RSBC's College Catalog](#).
7. In order to ensure privacy and security, decisions will not be released by phone. **YOU WILL RECEIVE OFFICIAL NOTIFICATION BY MAIL OR EMAIL.**
8. **COMPLETED PACKET CHECKLIST:**
 - ___ **Student's Form**
 - ___ **Advisor's Form**
 - ___ **Instructor(s)'s Form**
 - ___ **Student's Statement**
 - ___ **Supporting Documents (as needed)**

STUDENT'S FORM

(All of the information that the Committee receives is confidential)

RUID _____ EMAIL _____

ADDRESS: _____

City _____ State _____ Phone _____

Semester _____

NAME OF COURSE	SCHOOL #	SUBJECT#	COURSE#	SECTION#	INSTRUCTOR

REASON(S) FOR PETITION

All reasons MUST be documented to the committee's satisfaction.
Students are responsible for submitting the necessary letters, documents, etc.

CHECK APPROPRIATE REASON(S) FOR PETITION:

- _____ 1. Medical (Documentation must be included)
- _____ 2. Employment related (Documentation from your employer is required)
- _____ 3. Personal or family (Explain in your statement)
- _____ 4. Ill advisement or Negligence by Rutgers Staff (Explain/Document as needed)
- _____ 5. Other (Explain in detail in your statement)

I certify all the information contained in this petition is true and contains no misrepresentations.

_____ Semester _____ Student Signature _____ Date

DO NOT WRITE BELOW THIS LINE

ACCEPTED _____ **DENIED** _____ **OTHER** _____

_____ **RSBC SSC Authorization Print / Sign** _____ **Date**

ADVISOR'S FORM

PART I—TO BE COMPLETED BY THE STUDENT

RUID #: _____ TERM ENROLLED IN COURSE: _____

NAME OF ADVISOR: _____ DATE: _____

NAME OF COURSE	SCHOOL #	SUBJECT#	COURSE#	SECTION#	INSTRUCTOR

PART II—TO BE COMPLETED BY THE ADVISOR & RETURNED WITHIN TEN (10) DAYS to the Academic Services Office, BSB 2nd floor or AcadSvcs@camden.rutgers.edu

The above student is petitioning the SSC to **withdraw retroactively** from the above course(s).
Your comments will aid the Committee in making decision.

- In your opinion, why do you believe the student wishes to drop this course?

- In many cases, a student's reason for dropping a course is personal. If you have discussed personal problems, a brief comment could be helpful to the Committee.

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

Print Name / Signature _____
Date

INSTRUCTOR'S FORM

(Each instructor should receive a copy of this form)

PART I—TO BE COMPLETED BY THE STUDENT

RUID: _____

DATE: _____

NAME OF COURSE	SCHOOL #	SUBJECT#	COURSE#	SECTION#	INSTRUCTOR

INSTRUCTOR: _____

TERM ENROLLED IN COURSE: _____

PART II—TO BE COMPLETED BY THE INSTRUCTOR

Please RETURN WITHIN TEN (10) DAYS to the Academic Services Office, BSB 2nd floor or email to AcadSvcs@camden.rutgers.edu

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

- The student attended class:
 regularly
 irregularly throughout the semester
 irregularly only in the recent past
 rarely or not at all
 stopped attending, if applicable:
 last date of attendance/online course participation _____
- As of the present, the student has completed all course work required. Yes No
- On the basis of the student's work, the student's grade as of this date is _____.
- 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.*

Print Name / Signature

Date

SSC PETITION STUDENT STATEMENT FORM

RUID: _____

DATE: _____

Please prepare a **STATEMENT**, below, or on a separate sheet of paper, the reasons why you think the Committee should grant your request.

- a. DO NOT PLACE YOUR NAME ON THE STATEMENT, ONLY YOUR RUTGERS ID NUMBER.
 - b. Be as clear and concise as possible. Should not exceed one page.
 - c. Be sure to explain why you did not withdraw from the course before the last date to drop a course without academic penalty.
-