



## Petition for Disciplinary Suspension or Permanent Expulsion Transcript Notation Removal

To submit a petition to have the Disciplinary Suspension or Permanent Expulsion transcript notation removed from the student's Collin College transcript, this form must be completely filled out and returned to the District Dean of Students Office via email to [dos@collin.edu](mailto:dos@collin.edu).

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### Student's Information

First Name:

Middle Initial:

Last Name:

9-Digit CWID Number:

Phone Number:

Email Address:

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### Request for Transcript Notation Removal

By signing below, I hereby affirm that I am requesting to have the transcript notation of \_\_\_\_\_ be removed from my official Collin College Transcript. I understand this request may take three (3) to five (5) business days to be processed and reflect on my transcript.

Student's Signature:

Date:

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### Verification of Transcript Notation Removal

The District Dean of Students Office verifies the student listed above is eligible to have their transcript notation removed.

DOS Staff Member's Signature:

Date:

Date Transcript Notation Removed by DOS Staff:

\*Note: If the student is requesting a Permanent Expulsion transcript notation be removed, this form must also be accompanied by the completed *Expulsion Revocation Form*. The Permanent Expulsion transcript notation will not be removed until the Expulsion Revocation is approved by the College District President or designee.