



# 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 Dean of Students Office through email or fax.

Email: [dos@collin.edu](mailto:dos@collin.edu)

Fax: 972.599.3191

Student's First and Last Names:

Student's College Wide ID (CWID) Number:

Student's Phone Number:

I, \_\_\_\_\_, am requesting the transcript notation of \_\_\_\_\_\* be removed from my official Collin County Community College Transcript. I understand this request may take up to 3-5 business days to be processed and reflect on my transcript.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

DOS Staff's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ARO Staff's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Note: If the student is requesting a Permanent Expulsion transcript notation be removed, this form must also be accompanied by the Expulsion Revocation Form. The Permanent Expulsion transcript notation will not be removed until the Expulsion Revocation is approved by Collin College's Board of Trustees.