

**Admissions and Records
Dismissal Petition for Exception**

Student Information

ID#:	@									Date of Birth:		Semester and Year:	
Legal Name:													
	Last			First				Middle					
Address:													
	Street and Apt						City			State		Zip	
Phone:				Email:					Previous Name(s):				

Please meet with a counselor to do an Education Plan and attach a copy of your plan to this petition.

The petition will be reviewed and considered for approval by the Admissions and Records Office based solely upon the items checked below. Please check at least one reason:

1. Documentation of extenuating circumstances during the semesters on which the dismissal was based. Appropriate evidence should include, but is not limited to, medical bills, physician recommendations, official notices from legal entities or other supporting documentation that is dated and on official organizational letterhead.
2. A marked improvement between the semesters on which the dismissal was based. Transcripts of other colleges are required except for Fullerton or Cypress College.

List all colleges attended:	
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3. An atypical academic performance during the semesters on which the dismissal was based compared to prior academic history. You must provide an additional statement on a separate sheet of paper to explain why the unusual or inconsistent performance is not indicative of your prior performances.
4. Documentation of formal or informal educational experiences since completion of the semesters on which the dismissal was based. You must provide transcripts of college level courses taken, including military experiences. Transcripts are not needed for Cypress or Fullerton College.
5. Documentation of an improved grade point average as a result of grade changes, fulfillment of incomplete courses or academic renewal.

Explain below the extenuating circumstances that have caused you to request an exception to Cypress College policies. Attach supporting documentation for each of the circumstances you checked. **Unclear petitions and petitions without supporting documentation will be denied.**

I certify that the information I have provided is true and correct to the best of my knowledge. I understand this petition will be approved or denied based on the information provided.

Student Signature	Date

OFFICE USE ONLY

Approved
 Denied
 Collect
 Non-collect

Comments: _____

Registrar/Dean Signature	Date

Received By:	Processed By:	Student Copy Mailed By:
Date Received:	Date Processed:	Date Student Copy Mailed:

Student #

First Name:

Last Name: