



Appointment Date: _____

Appointment Time: _____

CPT Eligibility Petition

Any student that is no longer eligible to renew their CPT for not satisfying the cumulative GPA requirement of their program will have an opportunity to petition for an exception. The exception will only be granted if extenuating circumstances existed and/or academic progress was demonstrated during this period. In order to be considered for CPT renewal, students must complete this form and submit it to cpt@westcliff.edu. Please note that **completion of this form does not guarantee CPT renewal.** Students who are petitioning for CPT renewal will be required to meet with the Dean and/or P/DSO as part of the petition process. Your petition will be reviewed and you will be notified by email.

Last Name

First Name

M.I.

Student ID

Email Address

In the space below explain why you have fallen below the G.P.A. requirement for your program level, as well as why you should be granted an exception and be allowed to continue your CPT:

By submitting this form, I understand and agree that I am requesting an exception to be made by the Dean for not satisfying the cumulative GPA requirements of my program. If I am approved to continue CPT, it will be under strict academic conditions determined by Westcliff University administration. The approval, if granted, will only be for one (1) semester and will be subject to cancellation if at any point it is determined that I am not meeting the terms of the conditional approval. Any further CPT renewal beyond the one granted semester will be reviewed at Westcliff University's discretion.

Student Signature

Date



Office Use Only:

Student CPT Eligibility: Approved FT Approved PT Not Approved

Reason Given:

Internship Evaluator Signature

Print Name and Title

Date