Potomac State College
West Virginia University

PETITION for ADMISSION under ACADEMIC FORGIVENESS POLICY

Eligibility:

Academic forgiveness is only available for work completed at West Virginia public colleges or universities. The student cannot have been enrolled at **any** institution of higher learning for at least four (4) calendar years.

Procedure:

1. Student completes and signs the top section of below form.
2. Petition is approved by the Academic Dean/Associate Campus Provost.
3. Recommendation for admission under Academic Forgiveness Policy is returned to the Office of Enrollment Services for appropriate processing.

Student Section:

Student Name: _____

Last First MI Maiden

Student ID Number: | | | | | | | | | |

Institution Last Attended: _____ Date Last Attended: _____

Student Statement: I verify that the above information is correct and that I have not attended any institution of higher education since the date stated above.

Student Signature: _____ Date: _____

For Academic Affairs Use Only:

Approved: _____

Dean of Academic Affairs Date

For Enrollment Services Use Only:

Date Received: _____ Date Processed: _____

Processed By: _____