



PETITION for ADMISSION under ACADEMIC FORGIVENESS POLICY

Eligibility:

WVU Potomac State College may grant Academic Forgiveness to some undergraduate students who were not successful in their first attempt at higher education. 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 submitted for approval to the Office of Academic Affairs.
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:

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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: _____