



**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 Dean of Academic Affairs or designee.
3. Recommendation for admission under Academic Forgiveness Policy is returned to the Office of Enrollment Services for appropriate processing.

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**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: \_\_\_\_\_

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**For Academic Affairs Use Only:**

Approved: \_\_\_\_\_  
Dean of Academic Affairs Date

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**For Enrollment Services Use Only:**

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Processed By: \_\_\_\_\_