

This document contains three sections. You are required to complete each section, unless Section C does not apply. The information about the person to whom this form and accompanying materials must be submitted appears on page 2.

A. Consent and Authorization to Access Additional Information

By my signature below, I agree and consent to the university obtaining information from any and all person(s) necessary to validate or otherwise learn additional information related to any criminal conviction disclosed by me, in recognition that the university will make an appropriate education-related admissions decision. The university is specifically authorized to obtain information from pertinent governmental agencies, law enforcement agencies, and educational officials regarding the facts and circumstances of my criminal conviction(s), incarceration(s), probation(s), and/or parole(s). In consideration of being reviewed for admissions, I hereby consent to this disclosure to permit the university to make an informed decision regarding my application (degree seeking or non-degree) for admission to WCU and on-campus housing, as applicable.

I further understand that my failure to be fully truthful in completing this form or any part of the criminal conviction review process may result in the denial of my application or, if I have been admitted, my immediate removal from a program, housing, or the university entirely.

Applicant Name (Please print): _____

Applicant Signature: _____

Date: _____

B. Written Explanation of Incident(s) Involved in Conviction(s)

On as many separate sheets as are necessary, the applicant must provide a written, detailed explanation of the each incident in narrative form. Your description must include the following information:

1. Offense(s)
2. Date(s) Committed
3. Name(s) and Location(s) of Court(s)
4. Penalty or Punishment(s) Imposed
5. A description of the Terms or Conditions of past and current sentence(s), probation(s), or parole(s)

In addition, you **must attach a copy of the following documents:**

1. the criminal complaint(s) that initiated your criminal case;
2. the guilty plea(s) or verdict form establishing your guilt; and
3. all sentencing agreement(s) or orders.

You have the option of attaching additional court or probation records as you choose.

C. Probation/Parole Information

If you are currently on probation or parole, you must include the following information:

Name of Probation/Parole Official:

Probation/Parole Phone Number:

Probation/Parole Address (including street address, city, state, and zip code):

**** Return this form, your written narrative, and court documents to the appropriate office:**

**West Chester University of Pennsylvania
Office of Undergraduate Admissions
Messikomer Hall
100 West Rosedale Avenue
West Chester, PA 19383**

**West Chester University of Pennsylvania
Office of Graduate Studies
McKelvie Hall
102 West Rosedale Avenue
West Chester, PA 19383**

**West Chester University of Pennsylvania
Office of the University Registrar (Non-degree)
25 University Avenue
West Chester, PA 19383**

Return this form to the appropriate address listed above. Submission of this information in a timely fashion is critical to complete your application for admission. Please make every effort to provide this information as quickly as possible. Your application will not be processed without this information.