



INSTRUCTIONS FOR COMPLETION OF ACADEMIC AMNESTY APPLICATION

(See reverse side for the Kean University Academic Amnesty Policy)

Academic Amnesty candidates are encouraged to schedule a meeting with the Chair of the Academic Amnesty Committee by emailing roebuck@kean.edu. This provides an opportunity for students to ask questions, ensure they meet eligibility criteria, and receive guidance as to how to submit a strong application.

Candidates must fully complete the Academic Amnesty Application. A narrative statement which outlines the student's circumstances and worthiness for the program should accompany the application form. All petitions must be supported by sufficient documentation. The Academic Amnesty Committee may request additional documentation from the student when reviewing the documentation supporting the request. Medical documents (for the student or a loved one) must be submitted [via the Student Health Services portal](#). All other supporting documentation (e.g.- accident reports, legal documents, certificates or transcripts, armed forces discharge papers, etc.) may be sent via email to roebuck@kean.edu along with the application and narrative statement.

Students may petition for one or more semesters of Amnesty, but the multiple semesters must be consecutive. Each semester must be treated as a whole; the student cannot choose individual classes in a semester. (Note for students in receipt of GI Bill benefits: Any courses successfully completed prior to Amnesty that need to be repeated may not be included in those certified to the Department of Veterans Affairs.)

Completed application should be emailed to the attention of the Chair of the Academic Amnesty Committee at roebuck@kean.edu.

Deadlines for application process:

To have your appeal reviewed prior to the:	Application must be received by:
Fall Semester	June 1
Spring Semester	October 1

Please make sure to submit all appropriate documentation with your application in order for the committee to be able to make the most informed decision possible. Appropriate documentation includes but is not limited to: transcripts from another institution attended after leaving Kean University, medical records and court/legal records.

The decision of the Academic Amnesty Committee is final and may not be appealed. Students can apply for Academic Amnesty only once and, if granted, the action is irreversible. Application for Academic Amnesty does not guarantee approval. All documentation will be reviewed by the committee and handled on a case-by-case basis. This committee has the option of accepting, deferring, or denying the application.



On the application, please specify whether you are a Readmission or Reinstatement amnesty candidate. Please refer to the definitions below:

Readmission Amnesty Candidates:

students who have not attended Kean University for a minimum of two years and left the University of their own accord (without being academically dismissed or dismissed for disciplinary reasons). To be readmitted, **students must complete the separate application for readmission by the published deadlines and meet all listed criteria.**

Reinstatement Amnesty Candidates:

students who have been academically dismissed from the University for a period of at least two years. Students seeking Reinstatement **must also submit a written appeal to the Academic Standards Committee.** The judgment of the Academic Amnesty Committee shall have no bearing on the decision of Reinstatement.

All applications and supporting documentation must be received by the established deadlines. Incomplete applications will not be considered. All documents submitted become property of Kean University and will not be returned to the sender.



KEAN UNIVERSITY ACADEMIC AMNESTY POLICY

The Academic Amnesty Policy is designed to provide former Kean University students, an opportunity to eliminate previously unacceptable academic grades and credits, not courses. It is intended for those students who are now ready to pursue baccalaureate degree requirements.

Beginning Fall 2009, at the time of readmission, undergraduate students may petition for Academic Amnesty provided the following conditions have been met:

- All holds and financial obligations must be resolved prior to applying for Academic Amnesty. Students should contact the Office of Student Accounting at stuactg@kean.edu to make certain that no outstanding balance exists which would prohibit an application from being considered.
- Students must actively be seeking readmission or reinstatement (i.e. an application for either process has been submitted) OR have been recently readmitted or reinstated within the last academic year.
- At the time of the request, the student must have had a break in attendance of at least two years to be eligible for the Academic Amnesty Policy.
- During these two years, either of the following requirements must have been met by the student:
 1. Completion of a minimum of 12 college-level credits at a community college or another regionally accredited college or university earning a minimum GPA of 2.5. Please note that if student completes the requirements for a baccalaureate degree at another institution in the span of their absence from Kean, they will be deemed ineligible for consideration for Academic Amnesty.
 2. Gained maturity outside of higher education with demonstrated personal growth through service in the armed forces, significant service in the community or other public organizations, or recovery from extenuating circumstances.

All petitions must be supported by sufficient documentation. The Academic Amnesty Committee may request additional documentation from the student when reviewing the documentation supporting the appeal. In the case of extenuating circumstances, appropriate documentation (i.e., letters confirming medical treatment and/or confirmation of illness or death in the family) will be required. All documentation will be reviewed by a committee whose decision will be final; that decision may not be appealed. This committee will be appointed by the Provost and Senior Vice President of Academic Affairs and be comprised of representatives from the across the campus community.

Candidates will be notified of the decision via email following the Committee's review.

Grades for which Academic Amnesty applies will not be counted in the student's cumulative grade point average (GPA), nor will those credits be counted towards the degree. However, these courses will remain on the student's permanent record (as such, Financial Aid will count these as attempted credits toward financial aid eligibility). The transcript will be marked accordingly with all grades for which academic amnesty applies being designated with an "X" prefix. Students can apply for academic amnesty only once and the action is irreversible, if granted. Students are responsible for investigating any implication of this action on their financial aid status. External agencies and institutions may not recognize Academic Amnesty and may manually calculate a student's GPA for their purposes.

Approved by the Council of Deans, August 20, 2009

Revised and subsequently approved by the Faculty Senate, November 2009

Revised by Council of Deans and Department of Military and Veterans Affairs, March 2015