



KEAN
UNIVERSITY

**INSTRUCTIONS FOR COMPLETION OF
ACADEMIC AMNESTY APPLICATION**

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

Deadlines for application process

To have your appeal reviewed prior to the:

Application must be received by:

**Fall Semester
Spring Semester**

**June 1
October 1**

Please note that students interested in being readmitted in order to enroll in Summer Session courses must adhere to the Spring Semester deadline.

Please make sure to submit all appropriate documentation with your application (including your letter of request), 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:

Are 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:

Are 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 Committee for Academic Appeals (in CAS).** The judgment of the Academic Amnesty Committee shall have no bearing on the decision of Reinstatement.

All applications and supporting documentation must be sent to the **Office of the Vice President for Academic Affairs** and 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:

- At the time of the request, the student *must have had a break in attendance of at least 2 years* to be eligible for the Academic Amnesty Policy.
- All holds and financial obligations with Kean University must be resolved prior to applying for Academic Amnesty. Students should contact the Office of Student Accounting at [\(908\) 737-3240](tel:9087373240) to make certain that no outstanding balance exists which will prohibit your application from being considered.
- During these 2 or more years, either of the following requirements must have been met by the student:
 1. Completed 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
 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 such as matters of health.

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.) 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 has the option of accepting, deferring, or denying the application.* This committee will be appointed by the Vice President of Academic Affairs and be comprised of representatives from CAS, Dean's Office, VPAA, Faculty, and the Registrar's Office.

Grades for which academic amnesty applies will not be counted in the student's cumulative average nor will credits be counted towards the degree, but 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. Academic Amnesty is not recognized by all institutions and/or certifying agencies. Students can apply for Academic Amnesty only once and the action is irreversible.

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