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Academic Amnesty Application

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Academic Amnesty Application

Abstract

INSTRUCTIONS FOR COMPLETION OF ACADEMIC AMNESTY APPLICATION

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 Committee for Academic Appeals.** 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:

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- 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.
 - During these 2 or more years, either of the following requirements must have been met by the student:
 - 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
 - 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. 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. The transcript will be marked accordingly. 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

Keywords

Academic Amnesty, Amnesty



KEAN UNIVERSITY

Academic Amnesty Application

Date of Application: _____

Circle one: Mr., Mrs., Ms. Name _____ Student ID#: _____

Current Address: _____

Daytime Phone: _____ E-mail: _____

1. Choose the reason for your application (please see Instructions page for definitions of Readmission versus Reinstatement):

_____ I am seeking Readmission and I understand I must complete the separate application for readmission, by the published deadlines and meet all listed criteria.

_____ I am seeking Reinstatement and I understand I must also submit a written appeal to the Committee for Academic Appeals

2. When did you last attend Kean University?

Semester _____ Year _____

3. I understand that I must be away from Kean University for a minimum of two years to be eligible for amnesty. By checking below I certify (choose only one):

_____ I have been away from Kean University for a minimum of 2 years and **HAVE NOT** attended another institution since my departure.

_____ I have been away from Kean University for a minimum of 2 years and **HAVE** attended another institution(s) since leaving.

Please list all institutions, dates attended, and any degrees you have earned*:

College/University Name	Dates Attended	Degree (if applicable)
_____	_____	_____
_____	_____	_____

**send official transcript(s) in a sealed envelope from each institution listed above to the attention of the Academic Amnesty Committee, Office of the Vice President for Academic Affairs.*

4. What semester(s) are you seeking amnesty for? Semesters must be consecutive. **If granted, all grades and credits for that(those) semester(s) will not be counted in your cumulative average, but the course(s) will remain on your permanent record.**

Semester _____ Year _____ to Semester _____ Year _____

5. If you are granted Academic Amnesty, and are reinstated/readmitted, what major will you be pursuing? **Please note:** this is for purposes of committee review only. If you are reinstated, you will need to fill out a Change of Major form upon re-enrollment (if you meet the required criteria). If you are seeking readmission, you must put this intended major on your application for readmission.

Check one: ___B.A. ___B.F.A. ___B.I.D. ___B.S. ___B.S.N. ___Other degree_____

Intended Major _____

6. Reason for appeal (please check below as it applies to your situation): **Application must include a formal letter of request stating why you should be awarded amnesty.**

_____ Evidence of Academic Growth:

You must have attended another institution since leaving Kean University (listed in question 4) and have current, official transcripts submitted to the committee.

_____ Evidence of Personal Growth/ Resolution of Extenuating Circumstances (must provide relevant appropriately dated documentation).

_____ Personal Medical Issues (sample documentation can include, but is not limited to: doctor's notes, hospital bills, etc.)

_____ Family Medical Issues (sample documentation can include, but is not limited to, doctor's notes, death certificate, etc.)

_____ Financial Issues (sample documentation can include, but is not limited to: proof that outstanding bills that have since been paid, new job, etc.)

_____ Military Service (sample documentation can include, but is not limited to: enlistment and discharge papers)

_____ Personal/Family issues (sample documentation can include, but is not limited to: court papers/legal documentation, police reports)

_____ Other (please describe in attachment)

I understand that the decision of the Academic Amnesty Committee is final and may not be appealed. I can apply for Academic Amnesty only once and the action is irreversible. I have attached all appropriate documentation to assist the committee in its deliberation. I understand an Application for Academic Amnesty does not guarantee approval. I understand that it is my responsibility to investigate if there are Financial Aid and/or Student Accounting implications for the amnesty and that it is my responsibility to resolve them with the appropriate office(s). I also understand that not all institutions, certifying agencies, etc. will accept Academic Amnesty. I certify by signing that everything in this application is true and I have read the Academic Amnesty Policy and Application instructions.

Student's Printed Name _____

Student's Signature _____

FOR COMMITTEE USE ONLY

_____ Accepted

_____ Deferred

_____ Denied

Original Admit Code _____

Chairperson signature _____