

Kean University Academic Appeals Process

This process (reinstatement) will apply to students who have been dismissed from Kean University for academic reasons (GPA staying below 2.0 for 2 or more semesters). If you were not dismissed and you have not attended Kean for more than 1 year, then you are seeking Readmission through the Office of Student Success and Retention. This application can be accessed through kean.edu/readmission. **Continue for REINSTATEMENT for spring 2019 ONLY:**

1. Draft a detailed letter stating your reason(s) for poor performance while you were a registered student at Kean University. Example: If reason(s) is /are medical, please attach documentation to support your case. Be sure that this documentation contains dates that correspond with the semesters in question. Address letter to: Academic Appeals Committee.
2. If you attended another school in your absence, please attach an official transcript from that institution.
3. The letter to the committee should also outline your plans for improving your academic performance, if you are allowed to return to Kean University.
4. Please include current address, cell number, email address, and Kean ID#.
5. Indicate in your letter the **MAJOR** you will be pursuing upon your return

These documents should be sent to:

Kean University
1000 Morris Ave
Union, NJ 07083

Attention: Academic Appeals – CAS (Jean Brown)

- **Deadline for submitting documents for reinstatement for spring 2019 will be October 15th, 2018.**
- ***You will be notified of the decision by the dean of the college you were enrolled in while you attended Kean, mid to December, 2018.
- **No advisement or registration will be done prior to this decision. ALL HOLDS AND RESTRICTIONS MUST BE RESOLVED PRIOR TO REGISTRATION.**