

## PERSONAL EXPLANATION STATEMENT

You answered “yes” to the question, “Have you ever been convicted of a criminal offense or have charges pending against you at this time, other than a minor traffic violation?” and/or “Have you ever been dismissed, suspended or placed on probation by any other higher education institution for a non-academic reason?” on your Application for Admission. You have 14 days to respond to this request for information in order to have your application remain active. The Pre-Admissions Committee will review the information you provide through this statement and will make a decision as to whether the application process will continue or whether your application will be summarily denied.

**THIS FORM MUST BE COMPLETED AND SENT TO THE KENT STATE UNIVERSITY  
ADMISSIONS OFFICE BY EMAIL AT [ADMISSIONS@KENT.EDU](mailto:admissions@kent.edu).**

I am Applying as a:

\_\_\_\_\_  
Semester of Intended Enrollment

\_\_\_\_\_  
First Name Last Name Middle Name Date of Birth

\_\_\_\_\_  
Address City State ZIP

\_\_\_\_\_  
Email Address Previous/Other Names Used

**INCLUDE THE FOLLOWING FOR EACH CRIMINAL OFFENSE:**

\_\_\_\_\_  
Type of Offense Pending / Guilty Charge

\_\_\_\_\_  
Location of Offense (City, State) Conviction Date

\_\_\_\_\_  
Court Case Number Are you a registered sex offender?

Are you currently incarcerated?

If Yes, when will you be released?

\_\_\_\_\_  
Name and contact information of your probation / parole officer

Additional information including explanation statement (typed), court documents, incarceration release dates, etc. may be sent to the Kent State University Admissions Office by email at [Admissions@kent.edu](mailto:Admissions@kent.edu).

**INCLUDE THE FOLLOWING FOR EACH CAMPUS OFFENSE:**

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Location of Offense (School Name, City, State)

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Type of Offense

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Date of Offense

Is suspension or dismissal currently active?

If you have been suspended or dismissed by any other higher education institution for a non-academic reason, you must supply a release of information to each other higher education institution allowing the Kent State University Director of Admission (or designee) to review disciplinary records, and inform the Kent State University Admissions Office email at **Admissions@kent.edu** once that has been appropriately supplied.

**Denial or campus restrictions may be determined by factors including but not limited to:**

- ▶ Offense charged
- ▶ Offense convicted
- ▶ Date of conviction
- ▶ Sentencing
- ▶ Current incarceration status
- ▶ Parole / probation
- ▶ Registered sex offender status
- ▶ Incomplete or falsified information

**Your enrollment/reenrollment will NOT be processed until this statement is received. Denial or campus restrictions will be decided by the Pre-Admission Committee at Kent State University. To request an appeal, you may submit a request to the Vice President of Enrollment Management (VPEM), or designee at [studentconduct@kent.edu](mailto:studentconduct@kent.edu) within 7 calendar days of the date of the original decision, stating the grounds for the appeal pursuant to above, the resulting action requested, and all supporting information for the request.**

*I certify that the information herein is complete and accurate to the best of my knowledge.*

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**SIGNATURE**

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**DATE**