# Request for Undergraduate Reinstatement

Complete form and submit to the Advising/Student Services Office at the college/campus for which you are seeking reinstatement by the established deadlines by July 15 for Fall Semester, by November 15 for Spring Semester, and by April 15 for Summer terms.

## Personal Information (Please print)

<table>
<thead>
<tr>
<th>Complete Legal Name: (Last, First, Middle or Initial)</th>
<th>Former Name(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>(This reinstatement will be processed under your legal name at the time of last attendance.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kent State ID Number (if known) or Social Security Number:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Permanent Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
<th>County:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone Number:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Email Address:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Gender:</th>
<th>Date of Birth: MM/DD/YYYY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>US Citizen:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If no, please provide documentation of immigration status to the Office of Global Education.

If no, are you a US Permanent Resident, refugee or on political asylum in the United States: Yes | No

If yes, please provide documentation of legal status to the Office of International Affairs.

<table>
<thead>
<tr>
<th>Ethnic Origin: The following information is used for reporting purposes only.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>What is your ethnicity?</th>
<th>Hispanic or Latino</th>
<th>Not Hispanic or Latino</th>
</tr>
</thead>
</table>

Select one or more race(s) to indicate what you consider yourself.

- White
- Asian
- Native Hawaiian or Other Pacific Islander
- Black or African American
- American Indian or Alaska Native

## Residency Information – Note: This form will not be processed without residency information.

<table>
<thead>
<tr>
<th>How long have you lived at the above address?</th>
</tr>
</thead>
</table>

If less than one year, list previous address(es) during the last twelve (12) months.

1) 
2) 

<table>
<thead>
<tr>
<th>How long at this address?</th>
</tr>
</thead>
</table>

## University Information

<table>
<thead>
<tr>
<th>Last term and year of attendance:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Term requesting reinstatement:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Last KSU campus attended:</th>
</tr>
</thead>
</table>

- Ashtabula
- Salem
- East Liverpool
- Stark
- Geauga
- Trumbull
- Kent
- Tuscarawas

If seeking reinstatement to the Kent Campus choose the College/School:

- Arch & Env. Design
- Business
- Digital Sciences
- Public Health

If seeking reinstatement to a Regional Campus choose the campus:

- Ashtabula
- East Liverpool
- Geauga
- Tuscarawas
**Veteran Information**

Are you a Veteran?  □ Yes  □ No  
If yes, was your absence due to Military Service, either voluntary or involuntary?  □ Yes  □ No  
*If the answer to both of the above is “yes”, contact the VA certifying official at your campus.*

**Conviction Information**

Have you ever been convicted of a criminal offense or do you have charges pending against you at this time, other than a minor traffic violation?  □ Yes  □ No
Have you ever been dismissed, suspended or placed on probation by any other higher education institution for a non-academic reason?  □ Yes  □ No
*If the answer to either of the above is yes, a written Personal Explanation Statement must be submitted with this reinstatement request. This reinstatement will not be processed until your statement is received and reviewed to determine your eligibility for reinstatement to Kent State University. The printable form is located on the University Registrar website at [www.kent.edu/registrar/student-requests-and-forms](http://www.kent.edu/registrar/student-requests-and-forms)*

Since your dismissal from Kent State University, have you attended any other college or university?  □ Yes  □ No
If so, please provide the following:

1. **Institution:**  
   **Dates Attended:**
2. **Institution:**  
   **Dates Attended:**
3. **Institution:**  
   **Dates Attended:**

In order for your reinstatement request to be considered official transcripts and all support materials must be received by the advising/student service office. Kent State University requires students to list and submit official transcripts for all previous college coursework. This information may be verified with a national database.

I have submitted official transcript(s) from all institutions attended, except Kent State University, to the advising/student service office, to which I am seeking reinstatement.  □ Yes  □ No

By signing below, I attest to the fact that all information given on this application is complete and correct. Any omission or falsification can result in denial of reinstatement consideration. I also understand that if I am reinstated, I will be on academic probation until I have earned a 2.0 cumulative grade point average.

**Printed Name:** ________________________________

**Signature:** ________________________________  **Date:** ________________________________

**Office Use Only:**

**Dean or Dean’s Designee:**

**Printed Name** ________________________________  **Signature** ________________________________

**Date** ________________________________  Student was dismissed at the end of __________________________ (term and year)

**Reinstate student on probation effective** __________________________ (term and year)

**Registrar’s Office Only:**

**Processor Name** ________________________________  **Date:** ________________________________  Notified Bursar/Cashier’s Office to assess fee □

Please continue to Page 3- Supplemental Information.
Supplemental Information Required for Reinstatement Consideration

1. What is your reason for requesting reinstatement to Kent State?

2. Explain what factors led to your academic dismissal

3. How do you plan to overcome these factors if you are reinstated?

4. Describe what activities you have been engaged in during the period of dismissal (work, military service, attending another institution, self-improvement efforts, etc.)

5. What major are you requesting reinstatement into?

6. Were you employed during your last attendance at Kent State University?
   - Yes
   - No

7. If yes, where and how many hours per week did you work?

8. Do you plan to work upon your return?
   - Yes
   - No

9. If yes, how many hours per week are you planning to work?

10. Do you expect to receive financial aid, including student loans?
    - Yes
    - No

✓ Please be aware you may be contacted by your college/campus for additional information or documentation.
✓ If your request for reinstatement is approved a non-refundable $25.00 fee will be applied to your student account.

Please sign below verifying you have completed this form to the best of your knowledge:

Student Signature: ________________________________  Date: ________________