



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 Enrollment/Reenrollment. The Dean of Students 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 sheet may be completed and sent to the Kent State University Office of Student Conduct by email at studentconduct@kent.edu.

All fields with an asterisk () are required. A review may not be completed until all required information is provided.*

Last Name*: _____ **First Name*:** _____ **Middle Name*:** _____

Date of Birth*: _____

Semester of intended enrollment*: _____

Include the following for each incident:

- **Pending / Guilty Charge*** _____
- **Conviction Date*** _____
- **Court Name / Location*** _____
- **Court Case Number*** _____
- **Sentencing Information*** _____
- **Are you a registered sex offender?* (Yes or No)** _____
- **Are you currently incarcerated?* (Yes or No). If Yes, when will you be released?*** _____
- **Name and contact information of your probation / parole officer** _____

Office of Student Conduct

P.O. Box 5190 • Kent, Ohio 44242-0001

Phone: 330-672-4054 • Fax: 330-672-2753

E-mail: studentconduct@kent.edu • www.kent.edu/studentconduct



Any additional information, such as any statement you would like to include (typed), court documents, incarceration release dates, etc. may be sent to the Kent State University Office of Student Conduct by email at studentconduct@kent.edu.

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 Student Conduct (or designee) to review disciplinary records, and inform the Kent State University Office of Student Conduct by email at studentconduct@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 provided

Your enrollment/reenrollment will NOT be processed until this statement is received. Denial or campus restrictions will be decided by the Dean of Students (or designee) in the Division of Student Affairs. Decisions by the Dean of Students may be appealed in writing to the Vice President for Student Affairs (or designee). The decision from the Vice President for Student Affairs is final.

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

Signature: _____

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