



Never Attended Course Reinstatement

Procedures for registration reinstatement to courses being reports as “never attended.”

STEP 1: Obtain the instructor’s signature for all courses reported as being “never attended.”

STEP 2: Deliver the completed and signed form to the Office of the Registrar / One Stop Service Center, located on the 1st floor of the Administration Building, or email the form to regme@kean.edu. Once received and processed, your registration for the approved courses below will be adjusted.

Student First Name _____ Student Last Name _____ Kean ID Number _____

Email Address _____ Phone Number _____

Semester: Fall 20____ Winter 20____ Spring 20____ Summer I 20____ Summer II 20____

Courses to Reinstatement:

Subject	Course Number	Section	Credits	First Date of Attendance	Reason for Reinstatement
Instructor Name (Print)				Instructor Signature	

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Instructor Name (Print)				Instructor Signature	

Student Acknowledgement:

I understand that reinstatement of the above course(s) may change my enrollment status (full-time/part-time), which may also impact my tuition balance and/or Financial Aid eligibility.

Student’s Signature _____ Date _____