

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

REPORTING OF FELONIES AND OTHER VIOLENT CRIME

Effective March 17, 2011

Procedure No. 7-14 (A)

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If an applicant responds “Yes” to any of the screening questions on the admission application, he or she is required to pay a fee to cover the cost of a Fifty (50) State and Federal Criminal Background Check, which will be performed by the Office of the Dean of Enrollment Services. Applicants may be required to provide additional documentation, such as a personal statement or letter of recommendation as requested. The background check requirement will also apply to all applicants who indicate “Yes” to any question related to reporting of felonies and other violent crime but change that answer to “No” subsequent to submitting application, and those students who fail to report a criminal conviction that occurred prior or subsequent to application.

- (1) Each completed application and accompanying documentation will be reviewed in the Office of the Dean of Enrollment Services, which will determine whether the applicant will be accepted at that point or whether the application will be forwarded to the Enrollment Review Team (ERT). All applications will have the status of pending while being reviewed in the Office of the Dean of Enrollment Services. Pending status prohibits applicants to access other college services.
- (2) All applicants whose application is forwarded to the ERT will have an opportunity to have an in-person interview with the ERT. The Office of the Dean of Enrollment Services will notify the applicant of the time, date and location of the interview. If the applicant cannot attend the scheduled interview, he or she must notify the Office of the Dean of Enrollment Services and request rescheduling. Failure to reschedule or attend the interview will result in the application remaining in a pending status until such a time as the interview takes place. Admission will not be approved for any applicant whose status is pending.
- (3) The ERT is composed of voting members drawn for each meeting from a pool of pre-selected and trained staff members. For each meeting, a team of 5 members is customary, but the team can be empanelled with as few as 3 members present, as long as are an odd number of voting representatives at each team meeting. Voting will be on the basis of simple majority. The ERT membership pool is comprised of representatives of Enrollment Services, Student Life and Business and Administrative Services.

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- (a) Each representative will have one vote at any meeting at which they are present. There is no requirement of apportionment between divisions.
 - (b) A simple majority vote is also sufficient for the ERT to subject an applicant to a psychological assessment as a condition of admission. The applicant will pay all costs related to such an assessment. The ERT will specify a timeline for assessment and provisions for communicating assessment outcomes to the ERT.
 - (c) The ERT will issue a short rationale of its recommendation, which shall be shown to the applicant upon request. The ERT may recommend to:
 - (i) Admit the applicant;
 - (ii) Admit the applicant with restrictions and/or conditions
 - (iii) Continue the applicant's status as pending , awaiting the outcome of a psychological assessment or other required information;
 - (iv) Deny the applicant's admission;
 - (v) Void an admission that was obtained through fraud or omission.
 - (d) The ERT will make recommendations to the Dean of Enrollment Services on admission to the college and conditions of enrollment based on standards established by the team and housed in the Office of the Dean of Enrollment Services.
- (4) Jurisdiction of the Office of the Dean of Enrollment Services is determined as follows:
- (a) The Office of the Dean of Enrollment Services is the sole body for admissions determinations regarding criminal activity that occurs prior to application.
 - (b) The Office of the Dean of Enrollment Services is the sole body for enrollment determinations regarding criminal activity that occurs post-admission but prior to enrollment or that occurs post-admission that are reported to the designated Deans as required in Policy 7-14 (B).
 - (c) With respect to applicants who fail to disclose misconduct and/or criminal activity that occurs prior to application, the Enrollment Review Team (ERT) has discretion to determine if admission was obtained through fraud or omission and whether enrollment should continue.

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- (5) Upon learning of a criminal charge or conviction against an admitted student, the Dean of Student Life or designee may impose interim suspension and/or may initiate the Student Code of Conduct process.
- (6) Records Retention
 - (a) For applicants who are admitted, one copy of all relevant documents will be retained in the Admissions Office as per the CSCC records retention policy.
 - (b) For applicants who are not admitted, all copies, whether electronic or hardcopy of all admissions-related documents are to be destroyed.
 - (c) For applicants whose status is pending, the Office of the Dean of Enrollment Services will maintain all relevant documents on the applicant, separate from those who are admitted, until such time as the applicant's status is no longer pending.

Rescind: Current Procedure 7-14 (A), Felony Conviction, Effective June 26, 2000.