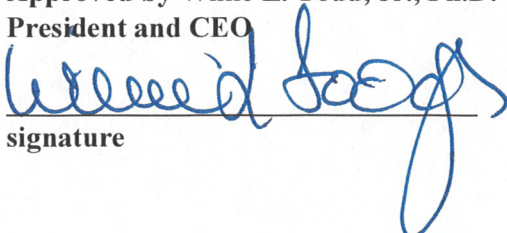




Approved by Willie L. Todd, Jr., Ph.D.  
President and CEO

  
signature

Policy Name: Prior Criminal Record Policy

Policy Number # 03.50.02.04

Date 05/15/2023

Review Date 04/25/2023



## **Administrative Policy #03.50.02.04 (2022) Prior Criminal Record Policy**

**Policy Title:** Prior Criminal Record Policy

**Policy Type:** Administrative Policy

**Policy Number:** #03.50.02.04 (2022)

**Approval Date:** October 31, 2022

**Responsible Office:** Office of Admissions

**Responsible Executive:** Vice President for Student Affairs

**Applies to:** All applicants (freshmen, transfer, readmit, associate degree, certification)

### **POLICY STATEMENT**

Applicants for admission will be required to disclose whether they have ever been convicted of a criminal offense. Prospective students who acknowledge prior criminal convictions must explain their criminal record. Admitting to having prior criminal convictions does not disqualify you from being admitted. Applicants will be subject to application, explanation, interview, and prior criminal records will be reviewed and approved or denied for admission by a special admissions committee.

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### **DEFINITIONS**

**Criminal Offense:** Any violation of law that may be classified as a felony, misdemeanor, or infraction.





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**Written Statement:** A written account of the incident(s) leading up to the charge(s) received and the outcome of any related proceedings (hearing, judicial affairs review, plea bargain, etc.).

## **CONTACT(S)**

The Office of Admissions officially interprets this policy. The Office of Admissions is responsible for obtaining approval from the special admissions committee.

## **STAKEHOLDER(S)**

Faculty, staff, currently enrolled students, Office of Student Affairs, public safety, admissions, registrar

## **PRIOR CRIMINAL RECORD POLICY**

All applicants convicted of ANY criminal offense will be required to attach a written explanation to the admission application prior to processing. The affected student may be requested to participate in an interview and may be asked to provide criminal records check prior to the continued processing of their application. A special admissions committee will review the applicant's application with a written statement, explanation of past criminal convictions, and criminal record and make a final decision on the applicant's admission.

## **PUBLICATION**

The policy will be published and disseminated to the College community at large. The Vice President for Student Affairs will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the College community at large within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 13 days of approval;
- Communicate with the Vice President for Academic Affairs to post the policy on the academic affairs webpage; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

## **REVIEW SCHEDULE**

- **Next Scheduled Review:** October 31, 2025
- **Approval by College Cabinet** October 31, 2022
- **Revision History:** N/A
- **Supersedes:** N/A

## **RELATED DOCUMENTS**

*There are no related documents associated with this policy.*

## **FORMS**

*There are no forms associated with this policy.*