

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FELONY REPORTING
Procedure No. 7-14 (E)
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Effective July 18, 2013

If an applicant responds “Yes” to any of the screening questions on the admission application, or a returning or currently enrolled student notifies the office of student conduct of any felony conviction (including plea bargains), he or she is required to pay a non-refundable fee to an outside vendor for a criminal background check. Individual may be required to provide additional documentation, such as a personal statement or letter of recommendation as requested by the Office of Student Conduct.

- (1) Documentation will be reviewed in the Office of Student Conduct, which will determine whether the individual will be accepted and/or allowed to register, or whether the documentation will be forwarded to the Enrollment Review Team (ERT).
- (2) All applicants will be in a pending admission status while being reviewed by the Office of Student Conduct. Pending admission status prohibits access to other college services.
- (3) ERT interviews are scheduled by the Office of Student Conduct and individuals are contacted in advance with a date, time, and location of the interview. If the individual cannot attend the scheduled interview, he or she must notify the Office of Student Conduct and request rescheduling. Failure to reschedule or attend the interview will continue pending status until such time as the interview takes place. Admission, and or enrollment will not be approved for any individual whose status is pending.
- (4) The ERT is composed of voting members drawn for each meeting from a pool of pre-selected and trained staff members. For each interview date, a team of 3 members is selected, and voting will be on the basis of simple majority. The ERT membership pool is comprised of representatives of Student Life, Advising & Student Success, and Public Safety, with a focus on expertise in threat assessment, safety, advising and career services.
 - (a) A simple majority vote is also sufficient for the ERT to require an individual to obtain a psychological assessment as a condition of admission. The individual will pay any costs related to such an assessment. The ERT will specify a timeline for assessment; recommend providers, and provisions for communicating assessment outcomes to the ERT.
 - (b) The ERT will issue a short rationale of its decision, which shall be shown to the applicant upon request. The ERT may recommend to:

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- (i) Admit;
 - (ii) Admit with restrictions and/or conditions;
 - (iii) Continue the individual's status as pending , awaiting the outcome of a psychological assessment or other required information;
 - (iv) Defer admission and require re-interview after a specified period of time with no further criminal charges and/or expiration of community control sanctions;
 - (v) Deny admission.
- (c) All individuals are reviewed on a case-by-case basis using standards maintained by the Office of Student Conduct.

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(5) Failure to Report Felony History

with respect to applicants who fail to disclose felony history on the application, the Office of Student Conduct has discretion to determine if the application is fraudulent and whether admission will be granted.

with respect to admitted and/or enrolled students who fail to disclose a felony conviction, the Office of Student Conduct may initiate charges under the Student Code of Conduct Policy and Procedure 7-10, and/or subject the student to interim suspension while the matter is pending.

For all individuals with felony history, a copy of all relevant documentation will be retained in the Office of Student Conduct as per the Records, Retention, and Disposal Policy and Procedure 11-04.

*Last Effective Dates: March 17, 2011, (Reporting of Felonies and Other Violent Crime);
June 26, 2000(Felony Conviction)*