



CSCC Enrollment Review Interview Process Frequently Asked Questions

Why does Columbus State require this process and other schools do not?

Each college/university has its own standard of reviewing information. Columbus State Community College is committed to provide a safe learning environment for all. In addition, we use this opportunity to help partner with potential students about areas of interest and perceived barriers that could exist as a result of the conviction. Lastly, whenever conditions of supervision exist, Columbus State requests information to ensure that unintentional violations do not occur as a result of individuals' not being familiar with our complete campus population.

How long does the review process take?

Individuals should allow up to 30 days to ensure that all materials are received and can be reviewed in consideration for the desired academic term of enrollment. The 30 days will allow time for collection and review of materials, as well as an in-person interview, should it be required. It is not possible to determine the length of time for review until the personal statement have been received.

Can I take my placement test while completing the review process?

Applicants are unable to access campus resources until they have been completed the review process. This means that testing, student support services, career services, and similar operations are not available until confirmation has been received through the review process. However, it is recommended that you complete the FASFA prior to completion. The FASFA is an external process and can take some time prior to funds being available. As a result, it is recommended that students go to [FASFA.ed.gov](https://fasfa.ed.gov) to complete and/or update their application for aid as soon as possible.

Do I need to report felony convictions if I am a current or returning student?

College policy requires that all individuals who desire participation with the college report felony convictions. Failure to do so can result in charges through the Code of Student Conduct and possibly temporary suspension from the College. See Policy 7-14.

Do I need to go through this process if my charges are more than 10 years old?

All students who have a current record with felony convictions must report them through the Enrollment Review process. The only way charges would not need to be reported is if they were sealed or expunged. In addition to the actual offense type, please note that the Review Committee will consider length of time since the conviction, pattern of offenses, and activities since conviction in making the final decision for enrollment.

Why do I have a hold on my records?

A restriction is placed on student accounts to ensure that individuals complete the enrollment review reporting process prior to enrolling in classes. In situations where individuals are already enrolled and convictions are found, the College will determine if it is necessary for the student to be temporarily suspended pending the completion of the process.

Enrollment Management Student Services • Office of Student Conduct

315 Cleveland Avenue • Center for Workforce Development, rm 1099 • Columbus, Ohio 43215
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How do I pay for the background check?

All financial costs related to obtaining a background check will be covered by Columbus State Community College. When you complete your personal statement, you are asked to check a box authorizing the College to conduct a background check on your behalf.

Will having a felony prevent me from attending school?

The review process is designed to help ensure campus safety and adherence to conditions of supervision administered through the parole and probation boards. If review findings indicate that the individual's presence on campus does not cause an increased concern for campus safety and does not violate standards of probation/parole, Columbus State Community College is happy to assist in the pursuit of educational goals.

What are my rights in the review process?

Applicants/students have the right to fair treatment within the process. No student will be denied admission to the college without being given the opportunity to interview to share relevant details or, in some instances, discuss documentation limitations and/or concerns.

How does having a record and a file with the College affect other job and leadership opportunities at CSCC?

The Enrollment Review Process is in place solely for the purpose of determining your eligibility to enroll in educational opportunities provided by Columbus State Community College. As a result, this information will not be shared with any other office. Applicants could be asked to disclose background information in employment and/or relevant leadership experiences.

Can I get financial aid with a felony conviction?

Federal funding is available for individuals who have been convicted of a felony offense. There are some limitations regarding drug-related offenses during the period of time for which an individual was receiving federal aid (for more information, please consult FAFSA.ed.gov). Applicants are recommended to apply for financial assistance to be sure to receive the most accurate response given the unique circumstances of each situation.

Can I attend classes online to avoid going through this process?

Completing the Enrollment Review Process gives you access to all services and privileges offered by the College. Although there are some circumstances where privileges may be limited, the process cannot require that you only take on-line courses. As participation in the College requires activities such as visiting offices, testing in proctored facilities, and the potential for coordinated off-site experiences, limiting access to completely online services would be considered an unreasonable accommodation for most programs and certificates.

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What determines if I need to attend the interview?

Offenses involving violence towards others, weapons, and/or sex acts generally require an interview to learn of contextual information. Details such as length of time since conviction as well as involvement in enrichment activities are considered alongside the concrete materials provided.

What should I bring to the interview session?

Applicants are required to bring a photo identification card to the interview. Additionally, you are welcome to bring any documentation that would reflect positive work completed since the time of conviction/plea/incarceration. Please note, it is preferred that any submission of documents be done prior to the interview to allow the team an opportunity to review. Yet, the materials will be accepted on site if brought.

What should I expect during the interview process?

The purpose of the ERT process is to ensure campus safety as well as compliance with conditions of supervision. The interview process should be completed in approximately 20 minutes. During this time, the Enrollment Review Team will ask clarifying and detailed questions about past convictions. Additionally, you will have an opportunity to share any involvement in training opportunities, workshops, community care and more, to assist in determining if there are continuing risk factors that must be addressed prior to enrollment.

Who participates on the Enrollment Review Team?

The Enrollment Review Team process is led by the Office of Student Conduct. As a result, a representative from the office will facilitate the meeting. In addition to the facilitator, there is a representative from the College's Threat Assessment Team (typically a Police Officer) as well as someone from Student Affairs. These individuals have all been trained in this threat assessment process and will represent the College in determining standards needed to maintain a safe learning environment for all.

May I bring a recording device to the interview?

An official recording will be made of the meeting to which you would have access upon request. As a result, we ask that no additional recording devices be present during the meeting. This record is maintained confidentially as a part of the overall documentation collection and are kept within the Office of Student Conduct in the event of a request to appeal the decision of the review team.

Do I need an attorney for the interview process?

The interview process allows the applicant an opportunity to clarify information obtained via the personal statement and background check. As a result, the applicant/returning student is the only person permitted to actively participate during the interview. Individuals who attend to support the applicant/returning student (i.e. legal counsel, character witnesses, family, etc.) will be asked to wait in the lobby area just outside the interview space.

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What happens to my criminal background check and other documents collected during the process?

All information collected during the review process will be used only for the purpose of evaluating potential for enrollment. Materials will be securely maintained in the Office of Student Conduct. Students may request copies of materials and may sign waivers for internal departments to gain access to information submitted through the review process. Only once we have a signed agreement from the student will the office share information with any entity outside of the Police Department.

How will a decision be made regarding my eligibility for enrollment?

The review team will consider patterns of behavior and supplemental information (interview, supportive documentation, etc) to make the final determination, using a national risk assessment tool. The team will use a simple majority vote to determine the official outcome for which applicants/returning students will be notified in writing.

What happens if my enrollment is deferred and denied?

Deferral means that although you would not be able to enroll in the College at this time, you can be considered at a later date. Please be sure to read your letter as it provides specific instructions concerning the length of time and any other conditions which must be met before you can resubmit your materials. If you are denied admission based on the severity of your convictions and surrounding details, you will not be permitted to attend school at Columbus State Community College without going through the formal appeal process. In either instances, you will be provided a brief rationale to how the committee came to the respective decision.

How do I appeal a decision?

You will have 10 days after receiving the written notice to make a formal appeal using the appeal form located at https://cm.maxient.com/reportingform.php?ColumbusStateCC&layout_id=6. The request for appeal must be on the basis of:

- a) The discovery of substantial facts which were originally unavailable
- b) Prejudicial procedural error

Can I get a copy of my file?

You have the right to know what materials are maintained within your personal conduct file at the College. All materials maintained as a part of the Enrollment Review Process were either submitted by you directly or sent on your behalf. You may request permission to review materials by contacting the Office of Student Conduct at studentconduct@csc.edu.