

TERRA STATE COMMUNITY COLLEGE
Fremont, OH 43420

CAMPUS LIFE PROCEDURES

Procedure #: CL.01.003

EX-OFFENDER ADMISSIONS PROCEDURE

Effective: September 9, 2013

- (A) Terra State Community College (TSCC) has a high standard of conduct for members of its college community, including students. To enhance the safety of the TSCC community, all applicants are responsible for informing the college of any prior felony convictions and any prior convictions involving violence, harm to others, or weapons in any state or country upon application to the college. The college may admit, admit with restrictions, defer, or deny admission based on the nature and circumstance of the crime(s).
- (B) Admitted students are required to self-report any felony conviction or conviction involving violence, harm to others, or weapons in any state or country, subsequent to application (including plea bargains), to the Office of the Associate Dean of Students, in writing, before registration begins for the term immediately following the conviction. The College may deny continued enrollment based upon the nature and circumstances of the crime.

Process:

- (A) If an applicant responds “Yes” to any of the screening question on the application for admission, he or she will have their application placed in pending status which prohibits applicants to enroll or access other college services.
- (B) The applicant will be required to submit a personal statement form. The form requires students to list all prior felony convictions and any prior convictions involving violence, harm to others, or weapons in any state or country, a statement regarding the positive changes made since conviction, and a declaration of academic and career goals. Additionally, if a student is currently on probation and or parole they are required to list their probation and or parole officer.
- (C) After submitting the supplemental application the student will be required to interview with members of the Behavioral Intervention Team (BIT). The student will receive notification from the College 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 Associate Dean of Students and request to reschedule the interview. Failure to reschedule or attend the interview will result in the application remaining in a pending status until; such a time, the interview can take place. Admission will not be approved for any applicant whose status is pending.
- (D) At the time of the interview students will be required to complete a State and Federal Criminal Background Check, which will be purchased through and performed by Campus Safety. The student is responsible to pay all costs associated with the background check.

- (E) For each interview, three members of the BIT will conduct the interview. Each member will have one vote. A simple majority vote is necessary to make any decision or recommendation.
- (F) A simple majority vote is sufficient for the BIT panel to subject an applicant to a psychological assessment as a condition of admission. The applicant will pay all costs related to such assessment. The panel will specify a timeline for assessment and provisions for communicating assessment outcome to the BIT panel.
- (G) Based on a majority vote, the BIT panel will issue a short rationale of its recommendation, which shall be shown to the applicant upon request. The BIT panel may recommend to:
- (1) Admit the applicant;
 - (2) Admit the applicant with restrictions or conditions;
 - (3) Continue the applicant's status as pending, awaiting the outcome of a psychological assessment or other required information;
 - (4) Continue the applicant's status as pending, deferring admission for a specified period of time;
 - (5) Deny admission;
 - (6) Void an admission that was obtained inappropriately.
- (H) The BIT panel will make recommendations to Vice President for Financial Affairs on admission to the college and conditions of enrollment if applicable. Final determinations regarding enrollment of students with criminal activity rests with the Vice President of Financial Affairs. The Vice President may require the student to meet with them and other designees prior to an admissions decision. If the Vice President for Financial Affairs does not concur with the recommendation of the BIT panel, a short rationale regarding the decision will be issued, which shall be shown to the applicant upon request.
- (I) Upon learning of a felony conviction or conviction involving violence, harm to others, or weapons in any state or country subsequent to application, a student will be required to meet with a BIT panel. The panel will make a recommendation on whether enrollment should continue to the Vice President for Financial Affairs.
- (J) If a student incorrectly indicates on their application they have felony conviction (s) or conviction(s) involving violence, harm to others, or weapons in any state or country they may sign a statement indicating an error was made. A signed statement will allow the student to continue with the admissions process without participating in the review process.

Updated: June 23, 2014

Next Review: June 30, 2015