

Policy Type: Operational

Applies to: Admissions staff members, members of the Enrollment Review Committee

POLICY DATES

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Timely threat assessment of prospective students enhances the safety of the University community and minimizes the resources required to respond to unexpected conduct by enrolled students. This policy establishes steps to be followed within the admission process to create a factual basis for mitigation of risk. This policy creates an Enrollment Review Committee authorized to make determinations regarding enrollment status of students referred by an admission screener: admitted, admitted with conditions or restrictions, pending, denied, deferred, voided. This committee is empowered to intervene if information regarding misconduct or criminal activities was withheld in the admission process and discovered post-enrollment.

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Definitions

Term	Definition
ERC- Enrollment Review Committee	<p>The ERC is the sole body for admissions determinations regarding misconduct and/or criminal activities that occur prior to application. The ERC is the sole body for enrollment determinations regarding misconduct and/or criminal activities that occur post-admission, but prior to matriculation. With respect to misconduct and/or criminal activities that occurred prior to admission, but are only discovered subsequent to enrollment, the Chair of the ERC has discretion to refer the discovery to the ERC for purposes of determining that admission was obtained through fraud or omission, and is therefore invalid, or of referring the student for a conduct code violation.</p> <p>With respect to criminal activities that occur subsequent to enrollment, the University's student conduct process is the sole venue for addressing such behaviors. Students must bring to the attention of the Vice President for Student Affairs any criminal convictions obtained against them. Upon learning of a criminal charge or conviction against a student, the Vice President for Student Affairs may impose interim suspension, may initiate a conduct complaint for failure to comply, may initiate a conduct complaint based on the behavior and/or may initiate a conduct complaint for violation of local, state or federal law. The Vice President for Student Affairs normally will not pursue a conduct complaint against a student who has not registered for any classes for eight consecutive semesters. The ERC has authority to deny an interview for any applicant whose conditions of release, probation or parole make them ineligible to become a student. Such an applicant's status will remain as pending until their release, probation or parole conditions make them eligible for an interview.</p>
Screener	What the director of Admission is referred to

Policy Details

A. Information to be Gathered

The admission policy and processes of the University of Mount Union will actively seek information about past criminal, behavioral, or academic misconduct of applicants for admission. The University's application for admission – for freshmen, transfer, and graduate students – will include the following questions and the following notice:

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- 1) Have you ever been charged or convicted for any felony or found to be delinquent in any state or country? [Note that you are not required to answer “yes” to this question or provide an explanation, if the adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.]
- 2) Have you ever been charged or convicted for any behavior involving violence (e.g. murder, sexual assault) or harm to others (e.g. stalking, domestic violence, assaults, etc.) in any state or country? [Note that you are not required to answer “yes” to this question or provide an explanation, if the adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.]
- 3) Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct that resulted in disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution.
- 4) Are you facing current disciplinary charges at any college, university or school?
If you have answered “yes” to any of these questions, please provide in the space below the approximate date of each incident, explain the circumstances, and reflect on what you learned from the experience. Note: Applicants are expected to immediately notify the University of Mount Union should there be any changes to the information requested in this application, including disciplinary history.

B. Research and Applicants

The Director of Admission (also referred to, hereinafter, as the screener), with assistance from the Vice President for Student Affairs, is charged with researching and collecting follow-up information from applicants who answer affirmatively to questions regarding felony, crime of violence or institutional misconduct is a critical position for the college. A full 50 State/Federal Criminal Background Check (CBC) will be performed on every applicant who answers yes to questions 1 and/or 2 above. It will be the responsibility of the applicant to pay for the CBC. Any applicant who does not pay for the CBC will not have a CBC ordered, and will be placed on pending status for their admission until the CBC is completed. The screener, with assistance from the Vice President for Student Affairs, will determine best means – including a full 50 State/Federal Criminal Background Check – to research the backgrounds of students who answer affirmatively questions 3, 4, and 5.

The screener will have the responsibility to determine which applications will be forwarded to the Enrollment Review Committee (ERC, described below). The screener will compile additional information about the applicant including recommendation letters, personal statements and criminal background checks. Based upon the set of documents, screener will then determine whether to refer the application to the ERC. The following factors will be considered:

1. Violence
2. Aggravation (use of weapon, causing or intending to cause grievous harm)
3. Hate crime
4. Drug trafficking
5. Other pattern that indicates long-standing, egregious and/or recent misconduct such that the screener believes the ERC should review the application (e.g. statutory rape, human trafficking, identity theft, stalking, etc.).

If none of these criteria is present, the screener has authority to make an admission decision without referral to the ERC.

C. Privacy and Record Keeping

The screener prepares the packet of documentation that will be forwarded to the ERC/BIT for consideration regarding an applicant. It is the responsibility of the screener to ensure the packet is complete and notifications have been made to the applicant of the time, date and location of the committee interview. The screener will forward to all ERC members via email, an electronic version of the packet regarding each applicant who will be interviewed at the

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upcoming ERC/BIT meeting, including scanned copies of documents that were not originally submitted electronically. ERC members should receive these packets at least 48 hours prior to the ERC/BIT meeting and may print them or otherwise review them prior to the meeting. If ERC members print the packet, they should bring that packet to the meeting with them. At the close of the meeting, if a final disposition has been made, the Chair or screener will collect all packets from all members in attendance. Those copies are to be shredded immediately. All members maintaining electronic copies of the packets are directed to delete all copies after final dispositions are determined at the meeting, if they have not done so already.

For applicants who are admitted, the screener is responsible for maintaining one copy of the full packet, as per the College records retention policy. Upon attendance by the admitted student, such records become protected by FERPA. For applicants who are not admitted, all copies, whether electronic or hardcopy, of all admissions-related documents are to be destroyed. For applicants whose status is pending after the ERC meeting, the screener will maintain a full packet on this applicant, separate from the packets of those who are admitted, until such time as the applicant's status is no longer pending, but in no event for more than 2 years after the initial application is made. Recordings made of ERC meetings will be destroyed after the review period has elapsed.

PROCEDURE

A. Review and Decision of ERC

Information gathered by the screener will be forwarded to the Enrollment Review Committee (ERC), whose membership includes: Vice President for Student Affairs, Director of Security, Director of Housing, and the Vice President for Enrollment Management. The ERC will be convened and chaired by the Vice President for Enrollment Services, who will serve in an advisory and non-voting capacity. Decisions will be on the basis of simple majority of the voting members. The ERC may seek counsel from appropriate members of the University staff (e.g., counseling staff, the director of alcohol, drug, and wellness education). The applicant may request a review of the committee decision by the Vice President of Enrollment Management and the review will be completed within 15 business days of the committee's decision. The decision of the Vice President of Enrollment Management is final.

The ERC will not review any incomplete applications. Where only partial records are forwarded, the applicant will be placed on Pending status until the application is complete.

By a simple majority vote the ERC may require an applicant to undergo a psychological evaluation as a condition of admission. The applicant will pay all costs related to such an assessment. The committee will specify an assessor, a timeline for assessment and provisions for communicating assessment outcomes to the committee.

The committee will issue a short-written rationale of its decision that will be maintained permanently and may be shown to the applicant upon request. This decision will issue from Enrollment Management, not under specific signatures of the committee members.

The ERC may exercise discretion in deciding to:

- a. Admit the applicant
- b. Admit the applicant with restrictions and/or conditions, such as
 1. Restriction on library, cafeteria, athletic facility, etc. access
 2. Condition of distance from a facility (such as day care)
 3. Restriction on Internet access
 4. Restriction on motor vehicle use/access
 5. Condition of treatment, program, etc.
 6. Condition of warning to community
 7. Restriction to distance-education program only
- c. Classify the applicant as Pending, pending the outcome of a psychological assessment
- d. Deny the applicant's admission
 1. On the basis of safety
 2. On the basis of inability to meet conditions of parole/probation if enrolled
 3. On the basis of failure to meet with committee
 4. On the basis of falsification to committee
- e. Defer the applicant's admission application for a specified period of time
- f. Void an admission that was obtained through fraud or omission
- g. Place a hold on the ability of a student to register until specified conditions are met

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In making its determinations, the ERC will look to the following criteria:

1. patterns of behavior
2. indicators of recidivist tendencies (including how recently the applicant engaged in misconduct)
3. potential for rehabilitation
4. contrition
5. potential for educational success
6. ability to conform to college expectations
7. letters of recommendation
8. investigation or interview findings
9. criminal background check results
10. falsification of the application, omission, or delivery of partial records
11. the applicant's personal statement
12. the overall safety of the college
13. demeanor in interactions with college personnel
14. psychological evaluations findings

Responsibilities

Position or Office	Responsibilities
Director of Admissions	Responsible for selecting applicants and supplying materials to the ERC
Vice President for Student Affairs	Member of the ERC
Director of Security	Member of the ERC
Director of Housing	Member of the ERC
Vice President for Enrollment Management	Member of the ERC

Contacts

Subject	Office	Telephone	E-mail/URL
Eric Young	Director of Admissions	330-823-8238	admission@mountunion.edu
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History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.
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