

EDINBORO UNIVERSITY OF PENNSYLVANIA

Policy: **REVIEW OF APPLICANTS WITH PRIOR FELONY CONVICTIONS OR DISCIPLINARY DISMISSAL** Policy No.: **A076**

Recommended for Approval by _____
Dr. Kahan Sablo, Vice President for Student Affairs

Approved by _____ on 6/7/16
Dr. David Werner, Interim President Effective Date

Review Date: As Required

INTENT

The purpose of this policy is to provide guidelines for the review of applicants with prior felony criminal convictions or disciplinary dismissal. (i.e. expulsion or suspension) from another university. This policy is adopted to:

1. Promote a safe environment for all members of the community and their possessions.
2. Assist the University in determining the appropriateness of placing an applicant in University housing.
3. Provide appropriate academic advisement that proactively addresses potential challenges with internship placement, professional licensure, and/or employment limitations in response to criminal convictions.

POLICY

Edinboro University of Pennsylvania requires that all applicants for admission disclose information regarding felony criminal convictions and/or disciplinary dismissal from previous institutions. If a conviction or dismissal is affirmed, the applicant will receive a *Prior Conduct Information Release*. This form must be returned in order for the applicant to move forward in the admission process.

Each case will be individually evaluated based upon the nature, circumstances, and severity of the crime; prior convictions; and the time since the infraction. All of these factors will be carefully considered and weighed.

DEFINITION

Definition of Criminal Conviction

For the purposes of this policy, a criminal conviction is defined as:

“Any instance in any state or country where you have plead guilty or been found guilty by a judge or jury to charges that you committed a felony crime. This includes any plea of ‘no contest’ or ‘nolocontendre,’ juvenile offenses, and any conviction that may be under current appeal.”

It does not include the following:

- An arrest that results in a charge (or charges) being dropped,
- Being found not guilty,
- A conviction that has been overturned on appeal,
- Convictions that have been expunged, or
- Convictions that have been executively pardoned.

PROCEDURE

1. Upon receipt of a notification that a prospective student has been convicted of a felony or a prior disciplinary dismissal, the admitting office will first evaluate the prospective student's academic credentials to determine if he/she meets the minimum guidelines for admission to Edinboro University.
 - a. If the prospective student does not meet the minimum academic guidelines for admission, he/she will be notified of the denial of his/her application.
 - b. If the prospective student does meet the minimum academic guidelines for enrollment, the admitting office will send the applicant a *Prior Conduct Information Release*, which must be signed and returned to the admitting office. In addition, the prospective student must submit a written statement explaining the circumstances that lead to the conviction/dismissal.
2. Upon receipt of all required information, the admitting office may convene a review committee to further evaluate the applicant's suitability for enrollment.

The review committee may consist of representatives from the following offices:

- Office of Undergraduate or Graduate Admissions (depending of the applicant's intended student status)
 - Vice President for Student Affairs
 - Residence Life and Housing/Judicial Affairs
 - Academic Success Center
 - University Police
 - Health and Wellness Center and/or Counseling and Psychological Services
3. The review committee may elect to conduct an interview with the applicant and/or other individuals who may have pertinent information to assist with the review. Members of the review committee may gather additional information to determine if the prospective student demonstrates a continuous pattern of behavior and/or prior conduct issues. The prospective student shall cooperate in such efforts in whatever manner is requested by the review committee.
 4. If convened, the review committee will document its findings and make a recommendation to the admitting office regarding the applicant's appropriateness for University admission. Recommendations will be based upon the University's assessment of its responsibility to provide adequate security and protective measures - which includes protecting the community from known criminal dangers. An applicant may be denied admission for reasons that include, but are not limited to:
 - Any evidence that the prospective student's past behavior(s) pose(s) a threat to the Edinboro University community;
 - Evidence of recent acts of misconduct;
 - Any information which suggests that the prospective student may commit unlawful acts again in the future.
 5. The review committee may recommend admission and stipulate conditions for admission. These stipulations may involve campus/community residency requirements, enrollment in specific programs, and/or admission to a specific campus – including online enrollment. The admitting office will notify the prospective student of the admission decision and any stipulations. Any stipulation or condition in the admission process that impacts another University office (i.e.

Residence Life and Housing, Athletics, etc.) will be communicated in writing to the director of that office.

DISCLOSURE INFORMATION

1. In order to be considered for admission, the applicant must complete the *Prior Criminal Conduct Information Release*.
 - a. All written responses and verbal inquiries must be answered truthfully, accurately, and completely.
 - b. The applicant's signature on the *Prior Criminal Conduct Information Release* certifies that he/she understands and agrees to these requirements on that form.
 - c. **The signature also certifies that the applicant understands and agrees that failure to disclose material information can result in immediate suspension or expulsion from a course, program, housing, and/or the University.**
 - d. In addition, during periods of enrollment, Edinboro University students will be subject to criminal background checks as determined by the University.
2. The applicant shall provide a written statement explaining the circumstances of the offense(s) and any recent misconduct, and fully describe any personal progress that has been made since the offense(s). In addition, the applicant shall submit copies of campus disciplinary records and criminal court documentation that provides the following information for all current and prior convictions:
 1. Offense(s)
 2. Date(s) committed
 3. Name(s) and location(s) of court(s) or University Judicial Offices
 4. Punishment(s) imposed
 5. Terms or conditions of past and current sentence(s), probation(s), parole(s), or disciplinary sanctions (s)

Applicants shall disclose all information so that the University is able to make an informed admission decision. Failure to cooperate fully and completely shall constitute grounds for denial of an application for admission.

3. The University Police and Office of Student Judicial Affairs will also search for any relevant criminal documentation. Questions regarding the disclosure of any criminal court matters may be directed to the Edinboro University Chief of Police at (814) 732-2921. All other questions should be directed to the admitting office.

CONTACT INFORMATION

Contact	Office	Address	Telephone
Dean	Graduate Studies	Butterfield Hall	814-732-2856
Director	Admissions	Academy Hall	814-732-2761
Director	Residence Life & Housing & Judicial Affairs	Pogue Student Center	814-732-2818
Chief	University Police	Police Station	814-732-2921

Edinboro University of Pennsylvania
Prior Criminal Conduct Information Release

Dear APPLICANT'S NAME

Your application for admission to Edinboro University indicates that you have been convicted of a felony. Your authorization to access additional information is required before we can make a definitive decision on your application.

Please read the enclosed information and complete this *Prior Criminal Conduct Information Release* form and return it to the admissions office as soon as possible.

Sincerely,

Dr. /Mr. /Ms. Admission official name
Title:

Consent and Authorization to Access Additional Information

By my signature below, I give Edinboro University of Pennsylvania consent to obtain information to validate or otherwise learn the specific details related to my criminal conviction(s). In response to this information, I understand that the University will make a decision on my application for admission.

The University is specifically authorized to obtain information from pertinent governmental agencies, law enforcement agencies, and educational officials regarding the facts and circumstances of my criminal conviction(s), incarceration(s), probation(s), and/or parole(s).

I hereby consent to this disclosure and permit the University to make an informed decision regarding my application for admission, program matriculation, and on-campus housing, as applicable.

Probation/Parole Official: _____

Probation/Parole Phone Number: _____

Probation/Parole Address: _____

City State Zip

Student Name (Please print): _____

Signature: _____

Date: _____

Please return this form to:

Undergraduate Applicants:
Undergraduate Admissions Office
Academy Hall
200 East Normal Street
Edinboro, PA 16444
Phone: (814) 732-2761
Fax: (814) 732-2420
Eup_admissions@edinboro.edu

Graduate School Applicants:
School of Graduate Studies
140 Butterfield Hall
310 Scotland Road
Edinboro, PA 16444
Phone: (814) 888-732-2856
Fax: (814) 732-2611
gradstudies@edinboro.edu