

Admissions Safety Committee Procedure

Applications are identified by the Student Services Specialist in the Dean of Students office as needing to be reviewed by the Admissions Safety Committee for many reasons.

These reasons include, but are not limited to:

1. The date and nature of a criminal or disciplinary offense and its/their severity (harm to self, others, and community);
2. The number of offenses;
3. Nexus between the offense and East Carolina University's safety interest;
4. The date of and the age of the applicant at the time of the commission of a crime or crimes;
5. The credibility/fullness of the explanation of the circumstances of a crime or crimes;
6. The applicant's personal circumstances at the time;
7. Sanctions and/or sentence compliance by the applicant;
8. Post crime activities, positions, and circumstances;
9. Other crimes/misconduct (traffic, juvenile) and other sanctions;
10. Rehabilitation;
11. Present situation, including present support system;
12. Professional opinion (if available, about future criminality); and
13. The answers, explanations, and descriptions given by the applicant.
14. False applications are usually identified in two ways: either one of the admissions offices identifies a potential falsified application; or the Campus Safety Review (CSR) Student Services Specialist identifies an Undergraduate or Graduate application that has discrepancies or has been falsified. The most frequent falsification on an application comes from an applicant saying 'no' to one of the campus safety questions, when they in fact have/had some type of criminal or school disciplinary action that was taken against them or they have a matter that is still pending.

Once the Dean of Students office Student Services Specialist identifies an undergraduate or graduate application that has met the criteria for being reviewed by the Admissions Safety Committee (ASC)

1. A file is created for applicants identified as needing to be reviewed by the ASC
 - A. An e-mail is sent to the applicant requesting that they complete a Criminal Background check (if applicable) or provide a copy of their disciplinary report from their school. The applicant must explain in a detailed written statement their affirmative answers to the campus safety questions and what has been found either on the North Carolina courts or Department of Public Safety websites or in school disciplinary records. Supporting documentation (i.e., court records, community service, counseling records) is requested in this e-mail and background check ordering instructions are included, if necessary.
 - B. In the case of falsification on an application, an e-mail is sent to the applicant requesting that they complete a Criminal Background check (if applicable) or provide a copy of their disciplinary report from their school. The applicant must explain in a detailed written statement why they failed to answer the campus safety questions appropriately and explain what has been found under their name either on the North Carolina courts or Department of Public Safety websites, or in their school disciplinary records. Supporting documents (i.e., court records, community service completion, education and counseling completion records) are requested in this e-mail and background check ordering instructions are included, if necessary.

- C. The Office of Student Rights and Responsibilities is sent a judicial review check requesting a copy of any judicial records that are available for the applicant.
2. When all requested information has been provided by the applicant, a case file is distributed by the facilitator/Student Services Specialist to members of Admissions Safety Committee (ASC) through an e-mail that contains a corresponding Maxient case number for each applicant to be reviewed
 - A. The ASC meets regularly every two weeks and the applicant is notified of the meeting date
 - B. Applicants cannot appear before the ASC either in person or by telephone
 - C. Admissions Safety Committee meeting
 - i. The ASC is composed of: the Dean of Students, the Director of Undergraduate Admissions, a faculty representative, the Director of Graduate Admissions, an ECU Police Department representative, and the Director of the Office of Student Rights and Responsibilities. The University Attorney's Office representative, along with the Director of the Center for Counseling and Student Development, serve in an advisory capacity. The Student Services Specialist for the Dean of Students Office serves as the facilitator for the committee.
 - ii. ASC members receive access to the application in Maxient for their review
 - iii. The applicant's version of the incidents and other supporting documentation are included (if provided by the applicant)
 - iv. The ASC members vote to recommend to either admit or deny the application for Dean of Students Office safety and falsification cases. In cases involving suspended students applying to return to ECU, the committee's decision is forwarded to the Vice Chancellor, Student Affairs for a final decision and a recommendation is sent to the appropriate admissions office.
 - D. The committee decides to:
 - i. Recommend to the Dean of Students office/Campus Safety Review and the respective Admissions office that the applicant be admitted to East Carolina University and move forward in the admission process, or
 - ii. Recommend to the respective Admissions office that the applicant's application be denied and that the applicant remain out of the admission process until:
 - a) A court case is decided, when the applicant may then reapply
 - b) A certain length of time has expired, then the applicant may reapply
 - c) A background check or other supporting documentation that has been requested, but not received, is completed/delivered

d) Other case specific criteria/requirements have been met (i.e., counseling)

E. The Admissions Safety Committee's decision is final - there can be no appeal.

3. The Dean of Students Student Services Specialist sends an e-mail to the respective Admissions office notifying them of the ASC's decision.

A. The Office of Admissions Office notifies undergraduate applicants of the committee's decision. Graduate Admissions applicants portals are updated with the committee's decision in those cases.

B. A copy of the case file is kept electronically on the Pirate drive in the Dean of Students office, in Maxient and in Xtender for future Campus Safety Review reference.

C. All Admissions Safety Committee decisions are copied to Xtender and saved in the Dean of Students office Maxient database.

In cases where the Office of Student Rights and Responsibilities receives a request by a suspended student to return to ECU, the following must take place in order for the case to be reviewed by the Admissions Safety Committee (ASC):

1. Any suspended student that desires to return to ECU must submit a petition to the Office of Student Rights and Responsibilities.
2. To petition to return to ECU, the student needs to following the Petition to Return).
3. Following completion of the required items (completion of suspension period, all assigned sanctions, submission of a reflection paper, and clean background check), the student will submit all documentation to the Office of Student Rights and Responsibilities.
4. The Director of OSRR (or designee) will compile a file packet containing all of the requested materials provided by the petitioner, as outlined above. The Admissions Safety Committee members will be provided with information regarding the student's entire conduct history during their term of enrollment at ECU.
5. The ASC will use a standard rubric for evaluation of the student to assess whether the students petition is approved, denied, or pending (e.g., the student is required to complete assignments, as outlined by the committee, before further consideration is granted).
6. Once the ASC decision is made, the results are submitted to the Vice Chancellor Student Affairs as a recommendation.
7. The Vice Chancellor Student Affairs makes the final decision in all cases regarding a suspended student's petition to re-enroll.
8. Suspended students will be informed of the Vice Chancellor Student Affairs final decision via e-mail by the Office of Student Rights and Responsibilities.
9. **A hold will remain on a student's account until the petition has been approved by the Vice Chancellor for Student Affairs and the respective admissions office is notified of the decision.**