

Guidelines for the Review of Disciplinary Information Disclosed on Student Admission Applications

1. **Introduction.** In order to consistently process applications in accordance with the **Regulation Regarding the Review of Disciplinary Information Disclosed on Student Admission Applications**, ECU adopts the below guidelines.

2. **Guidelines for Review of Initial School Disciplinary Incidents.** The Office of Undergraduate Admissions, the Graduate Admissions office, and the Office of International Affairs shall have the discretion to admit academically eligible applicants who are determined not to pose a significant threat to the safety of the ECU community. Admission may occur after the Office of Undergraduate Admissions, the Graduate Admissions office, or the Office of International Affairs:
 - 2.1. reviews the disciplinary records of those applicants who indicate that they have “ever been expelled, dismissed, suspended, placed on probation, or otherwise subject to any disciplinary sanction by any school, college, or university” and
 - 2.2. determines that the discipline was for academic reasons only.
 - 2.3. In this instance, no further criminal background checking is deemed to be necessary. Documentation of academic probation or disciplinary action received from a school official (i.e., transcripts, disciplinary record, email, phone conversation documentation) will be added to the student’s electronic file by the respective admissions office.
 - 2.4. Other “red flags” which may be an indication of a safety concern, include, but are not limited to, disciplinary action for:
 - 2.4.1. threats;
 - 2.4.2. possessing a weapon;
 - 2.4.3. fighting;
 - 2.4.4. possessing or using drugs, including alcohol;
 - 2.4.5. incidents sexual in nature;
 - 2.4.6. any incident where the police were involved; and
 - 2.4.7. affirmative answers to the Campus Safety Questions.
 - 2.5. The applications of students whose disciplinary records include these behaviors, or these types of behaviors, shall be provided to the Dean of Students Office for further review in accordance with this regulation.

3. **Guidelines for Review of Student Applicant Background Checks.** The Dean of Students Office shall review all applications provided by the Office of Undergraduate Admissions, the Graduate Admissions office, and the Office of International Affairs and make a determination as to whether or not the applicant poses a significant threat to the safety of the East Carolina University community. Each disciplinary history will be reviewed in light of the following factors, which include, but are not limited to:
 - 3.1. date of the offense (how long ago was it, particularly the most serious and most recent);
 - 3.2. nature of the offense;
 - 3.3. the level of the conviction – infraction, misdemeanor, felony;
 - 3.4. number of offenses;

- 3.5. severity of harm caused to self, others, or community;
- 3.6. mitigating or aggravating circumstances in existence at the time of the offense;
- 3.7. age of the applicant at the time of the conviction(s) and their current age;
- 3.8. sanctions or sentence imposed on the applicant;
- 3.9. completion of sanctions or sentence requirements; and
- 3.10. Positive, relevant steps the applicant has taken since the incident(s) -- alcohol or drug education/treatment, counseling, etc.

4. **Recommendation for Admission.**

- 4.1. The Dean of Students Office may **recommend for admission** those applications whose criminal background checks indicate:
 - 4.1.1. A previous underage possession/consumption of alcohol;
 - 4.1.2. Two or fewer DWI, DUI, and Drive after Consuming convictions, unless they are within the past year;
 - 4.1.3. Simple possession of marijuana and/or paraphernalia;
 - 4.1.4. Misdemeanor larceny, shoplifting, etc.;
 - 4.1.5. A single misdemeanor charge that involved fighting (Simple Assault, Simple Affray, etc.); or
 - 4.1.6. An array of other miscellaneous misdemeanors (for instance, fishing with out a license, urinating in public, trespassing while hunting).
- 4.2. The appropriate Admissions Office makes the final decisions concerning all admissions.

5. **Recommendation for Denial of Admission.**

- 5.1. The Dean of Students Office may **recommend denial of admission** to be reviewed by the Admissions Safety Committee for those applications whose criminal background checks indicate:
 - 5.1.1. Pending criminal charges for felonies and any behaviors that indicate a threat to campus safety;
 - a. These applicants can reapply when their charges have been resolved
 - 5.1.2. Convictions for violent crimes (such as felony assault, felony domestic violence, felony sexual assault), depending on facts and circumstances;
 - 5.1.3. Felony drug convictions;
 - 5.1.4. Drug convictions involving controlled substances other than marijuana (heroin, cocaine, etc.);
 - 5.1.5. Multiple DWI or DUI convictions (generally three or more);
 - 5.1.6. Any criminal conviction that is sexual in nature;
 - 5.1.7. Any conviction that indicates potentially "disturbing" behavior (stalking, peeping, etc.);
 - 5.1.8. Most felony-level convictions;
 - 5.1.9. A long criminal history - several criminal convictions per year for one or more years; or
 - 5.1.10. Applications where the applicant has failed to accurately disclose relevant information in response to a question on the application and has not met his/her burden to demonstrate that the omission or misinformation was the result of an honest mistake, that it was not intended to mislead, and that the applicant should

be admitted in spite of the failure to disclose. These cases will be referred to the Admissions Safety Committee for review.

- 5.2. All other “red flags” should be referred to the Admissions Safety Committee for its consideration.
- 5.3. The appropriate Admissions Office makes the final decisions concerning all admissions.

6. Guidelines for Consideration by the Admissions Safety Committee

- 6.1 The Committee will consider the following when trying to determine whether or not the applicant poses a significant threat to the safety of the East Carolina University community:
 - 6.1.1 Date and Nature of the offense and its severity (harm to self, others, and community);
 - 6.1.2. Number of Offenses and relationship to ECU’s safety interest;
 - 6.1.3 Date of /age at commission of crime;
 - 6.1.4 Credibility/fullness of explanation of circumstances of crime;
 - 6.1.5 Personal circumstances at time of crime;
 - 6.1.6 Sanctions and sentence compliance;
 - 6.1.7 Post crime activities, positions and circumstances;
 - 6.1.6 Other crimes/misconduct (traffic, juvenile) and other sanctions;
 - 6.1.9 Rehabilitation;
 - 6.1.10 Present situation, including present support system;
 - 6.1.11 Professional opinion (if available about future criminality); and
 - 6.1.12 The answers, explanations and descriptions given by applicant.
- 6.2 The Dean of Students Office will communicate this final recommendation to the appropriate Admissions Office.