



SUBJECT: Applicants with Criminal History	Effective Date: July 1, 2011	Policy Number: 04-2-004
	Supersedes: Policy on 3/27/03 Policy: Criminal History Applicants Date: 3/15/2011	Page 1 Of 2
	Responsible Authority: Director, Admissions and Recruitment	

I. Purpose and statement of operational policy underlying the procedure.

The policy helps to ensure Applicants who indicate they have a criminal history on the admission application cannot be admitted without the written permission of the Executive Director of Enrollment Management, and the Director of Admissions and Recruitment. These applicants shall be handled tactfully, and confidentially. The main priority is the safety of the students, and LeMoyne-Owen College. Each applicant with a previous criminal history shall be evaluated individually.

II. Applicability/Scope

This policy applies to all students that apply to LeMoyne-Owen College with past criminal history.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Student	Applications must be completed in ink or online.	September for Spring February for Fall
Recruiter/Officer Manager/ Data Entry/Director	Make sure all admissions documentation is received	September for Spring February for Fall
Recruiter/Director of Admissions /Officer Manager/Exec. Director Enroll. Mgmt./Dir. Student Develop.	Review application with criminal history and record	September for Spring February for Fall
Student	To submit all required admissions documents	September for Spring February for Fall

If applicant did not provide a detailed statement explaining the offense, refer the file to the Office Manager/Recruiter to request a detailed statement and other missing credentials as required.

If the required academic credentials on hand indicate that the applicant is not admissible, request an official admission decision. Do not request a detailed statement from an apparent inadmissible applicant.

When applicant's file contains a detailed statement explaining the offense and all the required academic credentials, forward the folder to the Office Manager/Recruiter for further processing.

When not included with the application, request a detailed statement explaining the criminal offense and other missing credentials as required. Update the notes screen. Schedule and complete the criminal history action.

Forward applicant's detailed statement to the Dean of Students, Dean of Faculty and the Executive Director of Enrollment Management for review and advisement. Follow-up as needed.

Send the applicant an interim message to inform that the application is being reviewed. File response memo from all parties in the applicant's file to indicate decision to admit or reject the applicant.

If admitted, send letter that includes instructions referring applicant to the Director of Student Development.

IV. Related policies/References for more information

College Catalog
Student Handbook
Admissions Policy and Procedures Manual
College Planning Guide

Authorizing Official: Jim Duggan Authorization Date: 10/6/11
Title: Vice President/Chief Financial Officer