

# **APPLICANT/READMIT BACKGROUND REVIEW PROCESS**

**USG RACSA-RACEM Meeting**  
**March 22, 2023**

**Jeff Jacobs, Int. VP of Student Affairs / Dean of Students**

# APPLICANT/READMIT BACKGROUND REVIEW

## Policy Statement

The institution has the right to examine and appraise the character and qualifications of its applicants, **per Board of Regents policy (4.2.3.3)**, and such applicants may be required to furnish related information in order for the institution to make this examination.

Clayton State applicants (or re-applicants) who indicate on their admission application that they have been **convicted of a misdemeanor or felony conviction (or a pending charge for such), have a behavior infraction from a school, college or university, or have demonstrated other behavioral issues** may be asked to provide additional, specific information related to the conviction (or pending charge) or behavior matter to the Office of the Vice President for Student Affairs. The information requested may include, but is not limited to, the following:

- **Specific information about the criminal conviction/matter** (including description of charges, penalties, probation, etc.)
- **Copies of court documents outlining charges and case resolution**
- **Disciplinary records from any school, college or university previously attended**
- **Documentation of successful employment**
- **Letters of reference**

If a review is requested, the applicant will be notified and his/her application will be precluded from further consideration pending a review of the matter (and any additional information provided) by a university committee. **The Review Committee will consist of appointed representatives from Offices of Academic Affairs, Student Affairs, Admissions, and Public Safety.**

Upon review of the matter by the Committee, a recommendation will be made to the Vice President of Student Affairs (or designee) on whether the applicant is suitable for admission or the **applicant's presence as a student may be detrimental to the health, safety, welfare or property of other students or members of the campus community or to the orderly operation of the institution.**

The Vice President of Student Affairs, or his designee, upon receiving the Review Committee's recommendation, will communicate the decision in writing to the applicant and the Office of Recruitment and Admissions.

# APPLICANT/READMIT BACKGROUND REVIEW

## Process Steps

- Criminal or disciplinary infraction indicated on Admissions Application—initial review criteria—**decision to clear or send letter**
- Letter sent requesting additional information  
(hard copy letter/form to email and link to electronic form)
- Review committee chair receives ping regarding submission, compiles files for committee review (every two weeks)
  - Decision may be **cleared for processing, held for more information, denied, or denied with conditions**. Email or letter sent based on decision.
  - If cleared, Admissions Office codes application to be move forward for regular review/processing.
- Files retained in the VPSA/DoS office.

# APPLICANT/READMIT BACKGROUND REVIEW

## Initial Review Criteria (Admissions office)

### CAN BE CLEARED:

#### Disciplinary Infractions:

College Academic Probation/Suspension/Expulsion  
HS School Detention  
HS In/Out of School Suspension (2 days or less)  
HS Fighting

#### Misdemeanor Offenses:

Criminal Trespass  
Disorderly Conduct  
Drug Possession (marijuana) less than oz  
DUI  
Fighting  
Public Drunkenness  
Shoplifting  
Simple Assault  
Underage Drinking

### MUST GO THROUGH REVIEW:

#### Disciplinary Infractions:

HS Suspension (3 days or more) or Expulsion  
College Disciplinary Suspension or Expulsion

#### Misdemeanor or Felony Offense for:

Obstruction of a law officer  
Battery  
Fraud or Larceny  
Theft by taking  
Breaking and entering  
Soliciting  
Sale of drugs/narcotics  
Making false report  
Sexual Assault/Rape  
Involuntary/voluntary Manslaughter  
Murder

# APPLICANT/READMIT BACKGROUND REVIEW

## Requested Information

- **Criminal Infraction(s)**
  - Misdemeanor/Felony
  - Pending Charges
- **Disciplinary Infraction(s)**
  - H.S. and College
  - Suspension or Expulsion
- **Incident(s) Information** (describe in detail)
- **Post-incident(s) information** (Discuss life changes, future goals, etc.)
- **Employment information**
- **Related documents**

# Sample Form (hardcopy)

## Admissions/Re-admit Applicant Background Review Form



Applicant Information				
Name:				
Laker ID Number:				Today's Date:
Current address:				
City:		State:	ZIP Code:	
Phone:		Email Address		
Background Information You Indicated on Your Admissions Application (if any)				
Criminal Conviction (including plea no nolo) Information:				
Pending Criminal Charges Information:				
High School/College/University Discipline, Suspension, or Expulsion Information:				
Criminal Conviction Detail (please complete or) <input type="checkbox"/> I do not have any criminal convictions				
List All Criminal Convictions(s)	Criminal Conviction Type	Court/Location	Date of Conviction	Penalty (incl. time served)
	Misdemeanor <input type="checkbox"/> Felony <input type="checkbox"/>			
	Misdemeanor <input type="checkbox"/> Felony <input type="checkbox"/>			
	Misdemeanor <input type="checkbox"/> Felony <input type="checkbox"/>			
Pending Criminal Charges Detail (please complete or) <input type="checkbox"/> I do not have any pending criminal charges				
List All Pending Criminal Charges(s)	Pending Criminal Charge Type	Court/Location	Date of Charge	Court Date (or expected court date)
	Misdemeanor <input type="checkbox"/> Felony <input type="checkbox"/>			
	Misdemeanor <input type="checkbox"/> Felony <input type="checkbox"/>			
	Misdemeanor <input type="checkbox"/> Felony <input type="checkbox"/>			
High School / College / University Discipline Detail (please complete or) <input type="checkbox"/> I have do not have any previous disciplinary infractions				
List All Disciplinary Infractions / Action	Disciplinary Outcome	Date of Disciplinary Outcome	High School or Institution Name, City and State	
	Suspension <input type="checkbox"/> Expulsion <input type="checkbox"/> Other <input type="checkbox"/>			
	Suspension <input type="checkbox"/> Expulsion <input type="checkbox"/> Other <input type="checkbox"/>			
	Suspension <input type="checkbox"/> Expulsion <input type="checkbox"/> Other <input type="checkbox"/>			
Incident Information				
Please describe in detail the incident(s) which led to the above-indicated conviction(s), charge(s), or disciplinary action(s): (attach additional sheets as needed)				
Post incident Information				
Please discuss how your life has changed, including your future goals, since your conviction(s), charge(s), or disciplinary action(s): (attach additional sheets as needed)				
Recommended Items to Attach (if felony conviction or college/university suspension or expulsion is indicated)				
<input type="checkbox"/> Court documents <input type="checkbox"/> Letter of support from probation officer, employer, minister, etc <input type="checkbox"/> High School/College Disciplinary Record				
Employment Information (if felony conviction is indicated)				
Current Employer		Employer Address		Length of Employment
I acknowledge by my signature below that the information provided is accurate and complete.				
Signature of applicant:				Date:
OFFICE USE ONLY:				
Date Received	Date Reviewed	Decision		By:
		CFP <input type="checkbox"/> HR <input type="checkbox"/> HFI <input type="checkbox"/> DEN <input type="checkbox"/>		

[https://claytonstate.qualtrics.com/jfe/form/SV\\_bITorbhSSiIT1H0](https://claytonstate.qualtrics.com/jfe/form/SV_bITorbhSSiIT1H0)

# **APPLICANT/READMIT BACKGROUND REVIEW**

## **Review Committee**

- **Dean of Students, Chair**
- **University Police Chief**
- **Director of Admissions**
- **Academic Affairs AVP**

# APPLICANT/READMIT BACKGROUND REVIEW

## Considerations

- Sufficient information disclosed
- Public Relations or “Debt paid” versus Threat to Campus
- Pending criminal charges—wait for adjudication? ‘Innocent u p g...’
- Honor active suspension periods from other institutions
- No requirements after clearance



# **APPLICANT/READMIT BACKGROUND REVIEW PROCESS**

**QUESTIONS?**