ELIZABETH CITY STATE UNIVERSITY
Admissions Referral Policy

Preamble

Admission to Elizabeth City State University is granted to all applicants who meet the minimum admission requirement standards and/or the minimum course requirements of The University of North Carolina System. Equal consideration is given to all applicants, regardless of race, creed, national origin, or disabling conditions. However, the university reserves the right to bring closure to the admissions process when the applicant has answered yes to any of the six qualifying questions on the application upon recommendation from the Admissions Referral Committee.

1. Qualifying Questions for Admission

   a. Have you been convicted of a crime?
   b. Have you entered a plea of guilty, a plea of no contest, a plea of nolo contendere, or an Alford plea, or have you received a deferred prosecution or prayer for judgment continued, to a criminal charge?
   c. Have you otherwise accepted responsibility for the commission of a crime?
   d. Do you have any criminal charges pending against you?
   e. Have you ever been dismissed, suspended, expelled, or placed on probation by any school, college, or university?
   f. If you have ever served in the military, did you receive any discharge other than honorable?

2. Committee Members

   The Admissions Referral Committee will be composed of the following:
   a. Associate Vice Chancellor for Student Affairs/Dean of Students – Chairperson
   b. Associate Vice Chancellor for Academic Affair or designee
   c. Director of Retention and Enrollment Management
   d. Chief of University Police

3. The Admission Process

   A. Whenever any perspective student for admission has been identified as one who has answered ‘yes’ to any of the six (6) Qualifying Questions for Admission, the referral of the student will be made by the Associate Director of Admissions to the Associate Vice Chancellor for Student Affairs/Dean of Students/Chair, Admissions Referral Committee, each Friday by 3:00 p.m.
B. Prior to convening the committee for any case, the Associate Director of Admissions should first request from the prospective student a background check via an external agency. The applicant must respond in writing, explaining the circumstances of any “yes” response(s) on the application pertaining to the qualifying questions. The external agency will notify the applicant in writing that Elizabeth City State University is requesting a background investigation as part of the enrollment process. Upon receipt of this information, the Office of Admissions will photocopy all documents and refer them to the Associate Vice Chancellor for Student Affairs/Dean of Students.

C. After the committee has met, the decision will be forwarded to the Associate Director of Admissions who will contact the student and deliver the committee’s decision.

4. Guidelines for the Admissions Referral Committee

The Committee may decide to approve admission, deny admission, approve admission on disciplinary probation, approve for admission with restrictions, or another action that the committee deems as appropriate. The committee will use, but are not limited, to the following guidelines:

a. Would the student pose a threat to the health or safety of any member of the university community?

b. The dates, location and nature of the behavior.

c. Characteristics of the victim (if any).

d. Frequency of convictions or indictments.

e. Evidence of successful rehabilitation.

f. Would the student pose a threat to the quality of community living on campus?

g. References

h. Presence of prior victims on campus.

i. Accuracy and truthfulness of information submitted.

5. Appeal

Decisions will be communicated to the Associate Director of Admissions who will contact the perspective student. A decision to deny admission based on prior convictions or indictments may be appealed to the Joint Council for Student Affairs. The appeal must be received in writing within five business days after receipt of a decision to the Associate Vice Chancellor for Student Affairs/Dean of Students. The appeal to Joint Council is the final appeal.

6. Joint Council Members

The Joint Council for Student Affairs is appointed by the Vice Chancellor of Student Affairs and shall be composed of a chairperson, and three faculty-staff representatives, one alternate student and one alternate faculty-staff representative. The SGA Attorney General shall be the student appointee. This body hears cases of major violations.