

**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 withdraw an application, deny admittance, or disenroll a student based on their criminal background upon recommendation from the Admissions Referral Committee.

**1. Qualifying Questions for Admission**

- a. Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, which resulted in your probation, suspension, removal, dismissal, or expulsion from the institution?
- b. Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime? [Note that you are not required to answer “yes” to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.]
- c. Do you have any criminal charges pending against you?
- d. Have you entered a plea of no contest or nolo contendere, or an Alford plea, to a misdemeanor, felony, or other criminal charge; or received a deferred prosecution or prayer for judgment continued for such a charge; or otherwise accepted responsibility for such a crime?
- e. Have you received any type of discharge from military service “other than an honorable discharge”?
- f. If your education was or will be interrupted, indicate here and provide details in additional information section.

**2. Committee Members**

The Admissions Referral Committee will be composed of the following:

- a. Dean of Students or their designee – Chairperson

- b. Vice Chancellor for Student Affairs or their designee
- c. Associate Vice Chancellor for Academic Affairs or their designee
- d. Director of Retention or their designee
- e. Chief of University Police or their designee

### **3. The Admission Process**

- A. Whenever an applicant for admission has been identified as one who has answered ‘yes’ one or more of the six (6) Qualifying Questions for Admission, the referral of the student will be made by the Office of Admissions to the Division of Student Affairs/ Chair, Admissions Referral Committee.
- B. Prior to convening the committee, the Office of Admissions should first request from the prospective student a background check via an approved 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 provide a copy all documents and refer them to the Chair, Admissions Referral Committee
- C. After the committee has met, the decision will be forwarded to the Office 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 Office of Admissions who will contact the applicant. 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 Office of Admissions to be forwarded to the Chair, Admissions Referral Committee. 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.