EX OFFENDER APPLICATION POLICY

Policy Statement

Terra State Community College (TSCC) has a high standard of conduct for members of its College community, including students. To enhance the safety of the TSCC community, all applicants are responsible for informing the College of any prior, and current felony convictions and all prior convictions involving violence, drug abuse, harm to others, or weapons in any state or country upon application to the College. The College may admit, admit with restrictions, defer, or deny admission based on the nature and circumstance of the crime(s).

Terra State Community College is committed to maintain a safe and secure campus community for all students, staff, faculty and visitors on campus. The purpose of the ex-offender admissions policy is to provide all potential students who may have prior or current felonies on their record an equal opportunity to be provided a college education.

Policy Details

Students applying to the College, as well as continuing students, are required to self-report (including plea bargains) who have been convicted or have pled guilty to any level felonies and misdemeanor crime(s) of violence including but not limited to, sexual offenses such as assault, rape or any violent crimes, domestic violence, weapons, or the use, possession, sale transportation or distribution of a controlled substance. The College may deny continued or initial enrollment based upon the nature and circumstances of the crime or other restrictions based on the student code of conduct. Terra State Student Code of Conduct can be found at Student Code of Conduct

All felony applications are subject to a mandatory BCI/FBI background check, and depending of the seriousness of the felony an interview with the Behavioral Intervention Team (BIT). The Behavioral Intervention Team may vote on whether an interview with the BIT Team is necessary or deny acceptance based on the totality of the circumstances surrounding the felony conviction and seriousness of prior convictions and/or terms of probation.

Procedures
Application Review Process

(A) Students indicating a felony conviction on the College application will automatically be sent to the BIT Chair for review. The BIT chair will then look into the background and criminal history of the potential student, then decide if the potential student will be required to interview with members of the Behavioral Intervention Team (BIT) and will notify the admission team through the application system, and email that the potential student will not only need a BCI/FBI background check, but also an interview with the BIT team. BCI/FBI background checks are mandatory for all felony applications, however an interview with the BIT team is based on the seriousness of the felony charge.

(B) Background checks may be purchased through the Cashier's Office and performed by Campus Safety and Security. The student is responsible to pay all costs associated with the background check and responsible for calling and setting up an appointment. Students required to submit a background check will have their

application remain as "pending" until the background check has been received and approval from the BIT Chair provided.

(C) Additionally, if a student is currently on probation and or parole they may be subject to denial if terms do not allow the potential student to be able to successfully complete in their programs. Students with current felonies going through the court process may be denied based on the seriousness of the crime, and or facing potential jail/prison time. Admission to the College and course registration may not take place until the background check has been completed and if the applicant was required to have an interview with the BIT team.

(D) If an applicant indicates they accidently pressed "yes" on the application process for having a felony on their record, the potential student will still be required to have a BCI/FBI background check completed before they can be accepted to Terra State Community Colleges and enroll in classes.

(E) If an application is found to have falsified information on their application and found to have a felony and or felony in progress, the student will be contacted by the BIT Chair and will have to fill out a form admitting they included false information on their application. The applicant may sign the form in person when they come in for their mandatory background check, and falsifying on their application will automatically require an interview with the BIT team. If the potential student fails to fill out this form, they will automatically be denied. If a potential student is found to have falsified information on the application and found to have a felony in progress or prior felony after being accepted the potential student will not be allowed to schedule classes until the following have been completed: a BCI/FBI background check, an interview with the BIT team, and form filled out identifying that they provided false information on the application process. Applicants may face consequences such as removal and denial of taking courses on TSCC campus.

(F) If the student is required to interview with members of the Behavioral Intervention Team, the BIT chair will contact their advisor and either the admissions advisor or admission specialist will notify the potential student of the next steps. If the potential student cannot attend the scheduled interview, they must notify the campus safety office at 419-559-2253 and request to reschedule. Failure to reschedule or attend the interview, or fail to have a BCI/FBI background check completed will result in the application remaining in a pending status.

(G) The Chair of the BIT team and or up to three committee members will conduct the interview. Each member will have one vote. A simple majority vote is necessary to make any decision of the potential student being accepted, or denied. The vote then will be shared with the admissions specialist or advisor, and they will contact the student and inform them of a final decision. If a decision is made to deny a potential student, the student will receive a denial letter in the mail with the BIT's decision. Denials of potential student are based on seriousness of the felony, current year of the felony, jail or prison sentence and probationary terms

(H) Final determinations regarding enrollment of students with criminal activity, safety and security of the college rests with the Behavioral Intervention Team Chair and Behavioral Intervention Team members. The

Dean of Enrollment Services may request to meet with the Behavioral Intervention Team Chair and BIT team to discuss a potential student's admissions decision. If the Dean of Enrollment Services does not concur with the Behavioral intervention team's decision and vote a short rationale regarding the decision will be issued, which shall be shown to the applicant upon request.

Resources
Definitions

Term	Definition
Ex offender	A person who has been charged with a felony conviction and has a criminal record. May have served Jail/Prison time.
BIT TEAM	Behavioral Intervention Team
BCI/FBI Background Check	BCI (State) and FBI (Federal) comprehensive criminal record check against state's and FBI's national database

Approval History

Date	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
9/9/2013	Effective	New	Elizabeth Sable
2017	Policy	Updated	Elizabeth Sable / Jeffery Huffman
2/19/2021	Entire Document	Updated, Edited and Revised	Acacia Hull
1/19/2023	Policy	Approved by CASA with Edits	William Taylor CASA Co-Chair
1/3/2024	Policy & Procedure	Reviewed. No Updates Needed	Acacia Hull
4/3/2024	Policy Details	Sentence added regarding misdemeanor crimes	Acacia Hull

**Full name of CASA Committee Chair, signatory, or designee

Effective Date: 1/19/23

Next Review Date: 1/19/25