**THREE RIVERS COLLEGE**
**STUDENTS REGULATION**

<table>
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<th>Section: 2000 Students</th>
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<tr>
<td>Sub Section: 2200 Admissions</td>
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<tr>
<td>Title: SR 2211 Admission of Students with Criminal Histories</td>
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<tr>
<td>Associated Policy: SP 2210 Admission Requirements</td>
</tr>
<tr>
<td>References: Faculty Bylaws</td>
</tr>
<tr>
<td>Supersedes: NA</td>
</tr>
<tr>
<td>Responsible Administrator: Chief Student Services Officer</td>
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<td>Initial Approval: 10-18-2012</td>
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**Histories General Information**

Three Rivers College subscribes to an open admissions concept in order to provide full educational opportunities, and it establishes the following regulations for admission which encourages the enrollment of all persons with the ability to benefit from the education programs of the college.

The college may restrict or deny admission to any applicant whose record of behavior indicates that his or her admission would disrupt the orderly process of the college’s programs, would interfere with the rights and privileges of other students, creates a threat or potential danger to the college community, or is statutorily barred from the college, or if such denial of access is considered to be in the best interest of the college.

In order to protect the learning environment of the college and the safety and security of the community, students with criminal histories shall be required to undergo additional review prior to admission. Such review shall be conducted by an impartial review committee, whose decision regarding the admission of the student in question shall be final.

Any applicant who fails to list all criminal offenses on the college application shall be denied admission. Admitted students who are identified as having submitted a falsified application with respect to his or her criminal history, shall be expelled.

**Review Committee**

This Judicial Review Committee shall be a standing committee of Three Rivers College and the members appointed by position as follows:

The Committee Chairperson is the Director of Public Safety, and the Co-Chair is the Chief Student Services Officer; other members are; Directors of the Sikeston, Kennett, Malden, and Dexter locations or their designees, Director of Enrollment Service & Student Development, one Faculty Member from the Student Standing Committee, and Ex-Officio Member: Chief Academic Officer.
Additional Admission Review Procedures

Students are required to disclose criminal histories on the admission application and follow these procedures:

- Applications for admission must be received at least 60 days prior to the beginning of the semester in which they are applying to allow for a proper review of documents. Students with criminal histories who submit applications later than 60 days prior to the semester in which they seek to be admitted may be denied entry until the following semester.

<table>
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<tr>
<th>Semester</th>
<th>Date Due</th>
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<tr>
<td>Spring</td>
<td>November 10</td>
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<tr>
<td>Summer</td>
<td>March 31</td>
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<tr>
<td>Fall</td>
<td>June 15</td>
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- Upon receipt of an application indicating a criminal history, the college shall place the application on hold pending further review and submit the application to the Chief Student Services Officer.

- A letter requesting specifics of the criminal history shall be sent to the applicant within (14) fourteen days of the submission of the application to the Office of the Chief Student Services Officer.

- The following information must be submitted by the applicant upon receipt of the above letter:
  - A copy of the arrest report(s) and/or probable cause affidavit(s),
  - Complete questionnaire and return the hardcopy to the Chief Student Services Officer,
  - Complete Background Check through Validity.

- Applicants may correspond with the Office of the Chief Student Services Officer or the Director of Public Safety.
• Upon receipt of the required documents, the committee shall review the documentation and provide advisement on the applicant’s eligibility for admission. Only applicants with a completed file will be reviewed. Applicants failing to meet the deadlines outlined herein shall be denied admission to the college until such information is submitted.

  • The admission decision shall be based on the following:
  • The age of the applicant when the act was committed;
  • The circumstances surrounding the act;
  • The length of time since the act;
  • The nature of the act;
  • Work history;
  • Completion of Rehabilitation Certificates;
  • Other evidence demonstrating that the applicant does not pose a threat to the safety of persons or property or disruption to the learning environment.
  • Applicants shall be informed of the committee’s decision in writing within five days of the decision.
  • The decision of the committee shall be final.

Applicants may not reapply for admission in the same academic year in which they were denied by the committee unless there is new information to be considered.

Members of the committee will be able to review the documentation prior to the committee meeting.

All information pertaining to committee decisions shall be deemed confidential information and shall only be discussed among members of the committee.

All records of decision made shall be retained for at least 3 years in the Office of the Chief Student Services Officer.
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Section: 2000 Students
Sub Section: 2200 Admissions
Title: SR 2211 Admission of Students with Criminal Histories
Associated Policy: SP 2210 Admission Requirements
References: Faculty Bylaws
Supersedes: NA
Responsible Administrator: Chief Student Services Officer
Initial Approval: 10-18-2012 | Last Revision: 06-13-2017

DOCUMENT HISTORY:

10-18-2012: Initial approval of Regulation SR 2211 Admission of Students with Criminal Histories.
06-10-2015: Revision of wording and titles.
08-27-2015: Revised to reflect college practice for the application for admission to be received 60 days prior to the beginning of the semester to allow the college time to process.
09-16-2015: Revision of position title Dean of Student Services to Chief Student Services Officer.
09-21-2016: The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.