

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2200 Admissions	
Title: SR 2211 Admission of Students with Criminal Histories	Page 1 of 4
Primary Policy: SP 2210 Admission Requirements	
References: Faculty Bylaws	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 10-18-2012	Last Revision: 06-24-2020

Histories General Information

Three Rivers College subscribes to an open admissions concept in order to provide full educational opportunities. The following regulation for admission, which encourages the enrollment of all persons with the ability to benefit from the education programs of the college, are hereby established.

The college may restrict or deny admission to any applicant whose record of behavior indicates that his or her admission to physically attend classes 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, 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.

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Additional Admission Review Procedures

Procedures for a student who has disclosed a criminal history on the admission application:

- 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.
- Applications for admission must be received at 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 may be denied entry until the following semester.

Semester	Date Due
Spring	November 10
Summer	March 31
Fall	June 15

- There are two options the applicant may choose:
 Option #1: Attend classes via the web (online) without completing the judicial review process. Virtual meeting is set up with an advisor to complete registration process is initiated on TRC website trcc.edu
All procedures and student support services will be completed virtually.
 Option #2: To attend classes on any of Three Rivers College location, complete the judicial review process. Follow the directions listed below, complete and return the questionnaire and provide the additional detailed information.
- 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.

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- 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 shall be retained for 3 years in Office of the Chief Student Services Officer.

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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.
- 06-13-2017:** Language edits for clarification.
- 06-24-2020:** Revised to include online only students.