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| Policy Title:              | Nonacademic Admissions Review |
| Policy Number:             | STUD-405                      |
| Revision Date:             | October 2022                  |
| Policies Superseded:       | 1807; ENRL-107                |
| Policy Management Area(s): | Student Affairs               |

## **SUMMARY:**

Coastal Carolina University will review responses to questions on nonacademic issues on the admissions applications for all applicants. The University will maintain a process to review and determine the application status of students indicating prior school disciplinary or criminal history to determine if such individuals meet community standards for inclusion in the University community. A certified criminal history may be required on an applicant if the application and supporting materials contain one or more of a set of factors.

## **POLICY:**

### **I. Nonacademic Admissions Review**

- A. The University will maintain a process to review and determine the application status of students who have indicated prior school disciplinary or criminal history to determine if such individuals meet community standards for inclusion in the University community.
- B. Nonacademic Admissions Process
  - 1. The Office of Admissions and Merit Awards will complete a preliminary review and determine the status of applicants indicating prior school disciplinary or criminal history.
  - 2. The Office of Admissions and Merit Awards will refer higher-level reviews to the Dean of Students Office. The Dean of Students Office will review, investigate, and determine the acceptability of those applicants. An application can also be referred to the Nonacademic Admissions Committee for review.
  - 3. Applicants can appeal the decision of the Dean of Students Office to the Nonacademic Admissions Committee. The committee will review the appeal and the applicant file and make the determination to uphold or change the decision.
  - 4. Admission decisions regarding The Incarcerated VOICE Initiative applicants will be made in partnership with The Incarcerated VOICE Initiative program director.
- C. Decisions of the Nonacademic Admissions Process
  - 1. The nonacademic admissions process may result in the following determinations:

- a. The applicant may not be admitted to the University. The Dean of Students Office will communicate this decision to the applicant.
- b. The applicant may be admitted to the University under certain conditions.
  - (1) The Office of Admissions and Merit Awards will communicate the conditions to the applicant in the official acceptance letter.
  - (2) The Dean of Students Office will ensure that those conditions are met and address failure to meet those conditions.
- c. The applicant may be admitted without conditions.

## II. Criminal History

- A. A certified criminal history may be required on an applicant if the application and supporting materials contain one or more of the following factors:
  - 1. The application together with supporting material contains inconsistent answers that have not been satisfactorily explained.
  - 2. The applicant answers one or more of the criminal background/discipline questions affirmatively or submits subsequent information indicating:
    - a. Pending criminal charges.
    - b. Acceptance of responsibility for a crime.
    - c. Criminal convictions.
    - d. School disciplinary action.
  - 3. The application omits one or more answers without an acceptable explanation for the omission.
  - 4. Any other reason sufficient to Coastal Carolina University.
- B. Coastal Carolina University is not required to perform criminal history checks on applicants who are younger than 16 years old at the time of the acceptance.
- C. Certain admissions letters will provide instructions for the applicant to submit the requested materials and possibly a criminal history check directly from the state law enforcement division or agency retaining the criminal record(s).
- D. For international students, a criminal history check of appropriate scope will be conducted.
- E. If an applicant has a positive criminal history or disciplinary record, Coastal Carolina University will:
  - 1. Compare the results of the checks to the application and supplemental information supplied by the applicant to determine discrepancies. If there are no discrepancies, and if Coastal Carolina University has made an individual determination that the applicant does not pose a significant threat to campus safety, the application file will be processed for the appropriate admissions decision.
  - 2. If there are discrepancies, or if there is information indicating that the admission decision should be further examined, Coastal Carolina University will provide the applicant an opportunity either to demonstrate that the report of criminal,

disciplinary, or other relevant history was erroneous (e.g., wrong person) or to explain the discrepancy in an appeal.

3. If the report is determined to be accurate, and there is a discrepancy between the reported information and the application or supporting material the applicant submitted, or there is additional information that amplifies the application information or otherwise indicates that the admission should be examined further:
  - a. The presumption is that admission will be denied or withdrawn if the applicant has failed to accurately disclose relevant information in response to a question on the application. The burden is on the applicant to demonstrate that the omission or misinformation was the result of an honest mistake, that it was not intended to mislead, and that the applicant should be admitted in spite of the failure to disclose.
  - b. If the failure to disclose accurate information does not result in the denial of or withdrawal of the offer of admission, but there is information that draws the decision to admit into question, before the student may enroll, Coastal Carolina University will make an individual determination as to whether the nature of any crime committed or other behavior disclosed, together with other available information, suggests that the applicant will pose a significant threat to campus safety. If Coastal Carolina University determines that there is a significant threat, the admission shall be denied or withdrawn. If not, the student may be admitted in accordance with the normal admission process.
4. Coastal Carolina University will maintain a record of the kinds of criminal history checks, if any, conducted on each applicant and the results of those checks. If an applicant's record shows a history of conviction of, guilty plea to, or acceptance of responsibility for a crime or a significant disciplinary sanction at another educational institution, Coastal Carolina University shall maintain a record of the process used to determine whether the student posed a significant threat to campus.