



Volume 3: Volume Title: Enrollment Management

Chapter 1: Chapter Title: Admissions

Section 1: Policy Name: Admissions of Applicants with Prior Felony Convictions, Disciplinary Dismissals, or Behavioral Concerns

Approval Authority: President

Interpreting Authority: Vice President, Enrollment Management

Effective: 01/11/2016

Next Review Date: 1/11/2021

Admissions of Applicants with Prior Felony Convictions, Disciplinary Dismissals, or Behavioral Concerns

Policy Statement

Manhattanville College application for undergraduate admissions contains a question regarding whether the Applicant previously has been convicted of a felony or dismissed from an institution of higher education for disciplinary reasons.

New York State Corrections Law and the Manhattanville College Non-Discrimination and Harassment Policy forbids discrimination against individuals previously convicted of a felony. No application for admission to Manhattanville College shall be denied by reason of the Applicant having been convicted of a felony, dismissed from a college for disciplinary reasons, or behavioral concerns unless the granting of admissions to Manhattanville College would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

The College will utilize the Special Admissions Review Committee to review appropriate information and decide whether an Applicant with a felony conviction, disciplinary dismissal from an institution of higher education, or behavioral concerns should be admitted.

Entities Affected by the Policy

Applicant for undergraduate admissions (Applicant)

Policy Background

No comprehensive policy addressing this issue previously existed.

Policy Procedures

General:

1. An Applicant convicted of a felony, dismissed from an institute of higher education for disciplinary reasons, or providing information of behavioral concerns must meet the same admissions requirements expected of all entering students.
2. An Applicant falsifying or omitting data on any part of the application process will not be admitted. An enrolled student who falsified or omitted data on any part of the application process will be dismissed. The tuition refund policy related to dismissal due to disciplinary reasons will apply.

Information/documentation to be provided by Applicant:

1. Applicant is required to provide the specifics of a felony conviction or disciplinary dismissal such as background, date of occurrence, disposition, and any other relevant information.
2. All Applicants with a felony conviction or a disciplinary dismissal must authorize the timely release of appropriate information specifically related to the felony conviction or disciplinary dismissal. The Authorization for Release of Information form (Appendix A), signed by the Applicant and properly witnessed, is necessary to obtain this information from sources other than the Applicant. This Release will be used not only to corroborate the information provided by the Applicant but also to independently review the information. This Release will be sent to the Applicant by the Admissions Office.
3. For Applicant with a felony conviction, references must be provided from the Department of Correctional Services, Division of Parole, including the name and addresses of parole officers. For those currently in parole status, the Applicant will provide conditions of the parole.

Factors for admission decision:

1. The bearing, if any, the felony conviction, disciplinary dismissal, or behavioral concerns will have upon the Applicant's ability to function successfully in the educational setting of Manhattanville College;
2. The time which has elapsed since the occurrence of the felony conviction, disciplinary dismissal, or behavioral concerns;
3. The age of the person at the time of the occurrence of the felony conviction, disciplinary dismissal, or behavioral concerns;
4. The seriousness of the felony conviction, disciplinary dismissal, or behavioral concerns as it relates to an unreasonable risk to property or to the safety or welfare of specific individuals or the general public;
5. Any information produced by the Applicant, or produced on the Applicant's behalf, in regard to his/her rehabilitation and good conduct;
6. History of repeated felony convictions, disciplinary dismissals, or behavioral concerns.

Special Admissions Review Committee Process:

1. The Admissions Office will identify Applicants who have self-disclosed on their application a felony conviction, a disciplinary dismissal from an institution of higher education, or behavioral concerns.
2. The Admissions Office will send a letter to an Applicant who has identified a felony conviction or disciplinary dismissal asking for all relevant information and documentation detailed in the above section, "Information/documentation to be provided by Applicant".
3. The Admissions Office is responsible for gathering all relevant information and documentation detailed in above section, "Information/documentation to be provided by Applicant" to present to the Special Admissions Review Committee.
4. The Special Admissions Review Committee will make an admissions decision based upon all information collected after it has been determined that the Applicant meets all academic criteria for admission into their chosen program.
5. After review of all available information, the Special Admissions Review Committee must decide whether to admit the Applicant, admit the Applicant with certain conditions, or deny admission.

- a. If the Special Admissions Review Committee determines that an Applicant does not pose a risk to the College community and identifies no reason to deny admission, the Applicant will be notified that he/she has been accepted to the College.
 - b. If the Special Admissions Review Committee determines that the Applicant's admission would involve an unreasonable risk to any part of the College community, the Applicant will be informed that his/her admission has been denied.
 - c. If the Special Admissions Review Committee determines that an Applicant has self-identified behavior concerns, the Office of Student Affairs/Counseling Center will reach out to the enrolled student during Orientation to identify needed resources for the student.
6. The decision of the Special Admissions Review Committee is final.

Definitions

Special Admissions Review Committee

- A standing College committee consisting of the following ex-officio members: Dean of Students; Director, Campus Safety; Director, Counseling Center; representative from Faculty Admissions Committee; and Director, Undergraduate Admissions (non-voting)

Applicant

- A person applying for undergraduate admission to Manhattanville College

Behavioral Concerns

- Information/documentation provided by the Applicant that, upon review by the Admissions Office and/or the Special Admissions Review Committee, would result in a good faith belief that admitting the Applicant might pose an unreasonable risk to property or to the safety or welfare of specific individuals or the general public and/or that the Applicant lacks the ability to function successfully in the Manhattanville College community.

Dismissal from a college for disciplinary reasons

- Permanent separation from an institution of higher education on the basis of conduct or behavior

Suspension from a college for disciplinary reasons

- Sanction imposed for disciplinary reasons that results in a student leaving an institution of higher education for a fixed period of time, less than permanently

Responsibilities

Admissions Office

- Responsible for identifying Applicants who have self-disclosed on their application a felony conviction, a disciplinary dismissal from an institute of higher education, or behavioral concerns.
- Responsible for gathering relevant information and documentation to present to the Felony, Disciplinary and Behavioral Concern Committee

Special Admissions Review Committee

- Reviews relevant information and documentation to determine whether an Applicant with a felony conviction, a disciplinary dismissal from an institution of higher education, or behavioral concerns should/should not be admitted.

Violations of the Policy

Violations of this policy will be handled in accordance with College procedures.

Interpreting Authority

Vice President, Enrollment Management

Statutory or Regulatory References

Title VII, Civil Rights Act of 1964

New York State Corrections Law, Sections 750, 752, and 753

Relevant Links

Non-Discrimination and Harassment Policy, Policy 1.5.1

Registered Sex Offender Policy, Policy 8.3.2

Policy Adoption Review and Approval

Approved by President on January 13, 2016

Editorial revisions approved by President on January 26, 2016