



RU Policy No. 3.15

Responsible Division: Enrollment Management & Athletics

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Revised Effective Date: 06/2019

Policy and Procedure regarding the Admission of Applicants with Records of Misconduct or Convictions

Policy Statement

It is of the utmost importance to Roosevelt University that all members of its community, including students, employees, and visitors, are safe at all times. Among other things, to protect the safety of the University community, all applicants for admission to Roosevelt University (“RU” or “University”) or to programs of study within RU are required to disclose on the admission application prior convictions, as well as prior discipline for misconduct at another educational institution. To that end, this Policy and Procedure establishes the framework through which the University will analyze such information and handle the applicant’s application, as well as the rights and obligations of all applicants.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer.

This Policy governs conduct on all of the University’s properties, including but not limited to the Auditorium Theatre of Roosevelt University (“ATRU”). Unless otherwise stated, the following definitions shall apply to this Policy and Procedure:

- **“Conviction”** shall mean a felony conviction that occurred within the last ten (10) years, excluding convictions that have been expunged, sealed, annulled, or pardoned.

- **“Educational Institution”** shall refer to all post-secondary institutions, including but not limited to community colleges.
- **“Employee”** shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers.

“Misconduct” shall refer to conduct for which the applicant was disciplined at a previous Educational Institution, regardless of whether such misconduct occurred on or off campus, including but not limited to: behavioral misconduct (*e.g.*, fighting) and academic misconduct (*e.g.*, plagiarism, cheating on an exam, or falsifying of academic records). Misconduct specifically includes conduct that resulted in (or, if still pending, could result in) probation, suspension, or expulsion from an educational institution. Misconduct specifically excludes conduct arising from an academic dismissal, suspension, or probation that was due entirely to poor grades.

Policy

All applicants to the University are required to provide complete and accurate responses to the questions listed in the Conduct section of the admission application (“Misconduct and Conviction Questions”). An applicant who fails to answer such questions or who provides incomplete, inaccurate, or false information in response to such questions may be subject to denial of admission or, if already admitted, may be subject to disciplinary action up to and including expulsion or invalidation of credits or degrees earned.

An applicant’s duty to disclose Misconduct and Convictions is an ongoing one. Thus, all applicants have a continuing duty to report, supplement, or correct their responses to the Misconduct and Conviction Questions to the Office of Admissions and/or the Dean of Students, in writing, until they have registered for classes.

Procedure

The University—acting through a panel generally comprised of the Assistant Provost for Student Affairs/Dean of Students, the Director of Student Rights and Responsibilities, and the Executive Director for Admissions & Recruitment Strategy, and the Title IX Coordinator/Human Resources Investigator—reviews applications for admission to the University or to a program of study therein on a case-by case basis. An applicant who discloses Misconduct and/or a Conviction may be required to provide additional information to the University for consideration, particularly where the University lacks adequate information about the nature of the Misconduct and/or Conviction to make an informed decision about admission. This information may include, but is not limited to, copies of criminal disposition records, background checks and screenings, and educational and

disciplinary records. The University may also interview the applicant and others to obtain the additional information. An applicant may also be asked to provide information releases. An applicant's failure to provide a release or additional information, or to otherwise cooperate with the investigation process will have their application denied.

Decisions/Appeals

The University may render any of the following decisions, following its review of the applicant's application:

- **General Admission:** The University may conclude that the Misconduct and/or Conviction should not preclude the applicant from being admitted to the University.

- **Restricted Admission:** The University may determine that an applicant may be admitted with certain conditions, assuming they are academically qualified for admission. In such instances, the University will condition the applicant's admission on certain restrictions or requirements being in place. Such restrictions or requirements may include, but are not limited to, placing an applicant on disciplinary probation, restricting the applicant from certain areas of campus, prohibiting the applicant from living in University housing, requiring the applicant to participate in periodic counseling, or requiring the applicant to meet periodically with University personnel.

- **Denial of Admission:** The University reserves the right to deny an applicant admission if, upon review of all available information, it determines that denial of admission or re-admission of the applicant is in the best interest of the University and University community.

An applicant who is denied admission based on Misconduct and/or Convictions may appeal in writing to the Vice President of Enrollment Management and Athletics within fifteen (15) calendar days of the date of the letter in which the applicant is denied admission. The Vice President of Enrollment Management & Athletics, or their designee, may review the information obtained and to make a recommendation for action. The decision of the Vice President of Enrollment Management and Athletics or their designee is final.

Entities Affected by this Policy

Enrollment Management & Athletics; Academic Affairs (including Dean of Students).

Related Documents

All University Policies, including: RU Policy No. 3.4 (Student Code of Conduct); RU Policy NO. 3.11 (Sexual Misconduct (Title IX) Policy and Procedure); RU Policy No. 10.1 (Policy on Acceptance of Summons, Complaints, and Subpoenas).

Revision and Implementation

The Vice President of Enrollment Management and Athletics shall have the authority to revise this Policy, subject to the approval of the President's Executive Council (if required).

The Vice President of Enrollment Management and Athletics (or, if authorized by the Vice President, the Executive Director of Admissions within Enrollment Management) shall have the authority to establish any procedures necessary to implement this Policy.