



Committee Meeting: Policy & Governance Committee	Date: December 13, 2019
Committee Chair: Kathleen Masiello	
New or Edited: Edited V-B-3 Admissions Review Policy	

**POLICY NAME:** Disciplinary Dismissal Review Policy

**POLICY TYPE:** Board

**SUBMITTED BY:** Philip J. Struebel, Director of Admissions

**ISSUE OR STATEMENT OF PURPOSE:** To establish SUNY Erie Community College's policy on applicants with a disciplinary dismissal from a previous college/university or SUNY Erie Community College.

**NEW OR EDITED POLICY:** Edited V-B-3 Admissions Review Policy 6/88, 9/00, 5/14 and 12/14/2017.

**Policy**

Since 1997, all persons requesting admission to undergraduate SUNY institutions are required to report disciplinary dismissals from all previous colleges or universities, including SUNY Erie. The College has established a special Admissions Review Committee composed of College Staff, to assess applicants who fall within the categories above. All applicants are requested to report dismissal information. Reported information is not automatic grounds for denial of admission. However, falsification of application information is automatic grounds for denial.

Applicants who were previously dismissed from a College/University or SUNY Erie Community College must submit:

- Application at least 30 days prior to beginning of semester;
- Official High School/College Transcript or High School Equivalency (HSE) Scores;
- A copy of the dismissal and/or expulsion letter from the Dean of Students from the previous college attended;
- A personal letter of explanation from the applicant is recommended, however it is not required. The committee will only review applications deemed *complete*. A completed applicant file will contain all of the requested information, and when all information is received, the Admissions Review Committee will meet to make a decision on the applicant's admission;
- The Admissions Review Committee will meet within 30 days of submission of



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application.

Applicants who do not comply with all Disciplinary Dismissal Review procedures will be considered to have submitted an incomplete application. There will be no further consideration for admission into the College until the requested documents have been received and reviewed by the Admissions Review Committee.

Applicants will receive notification of the committee's decision within 30 days of submission of application, following the Admissions Review Committee meeting. If the committee finds that the applicant's admission would involve an unreasonable risk to property or the safety or welfare of specific individuals or the general public as outlined in the Education Law, the applicant will be informed that his or her admission has been denied. Under Section 754, should the applicant request it, a written statement of reason(s) for the denial shall be provided within thirty days of the request.

SUNY Erie Community College reserves the right to deny admission or require additional information to determine admission eligibility.

**DOES IT SUPERCEDE A POLICY/WHICH ONE:** Yes, Policy V-B-3 Admissions Review Policy approved 6/88, 9/00, 5/14 and 12/14/17.

**POLICY & GOVERNANCE COMMITTEE RECOMMENDED ACTION:** Policy Committee recommends the Board of Trustees approve this Board policy under Committee Reports, Policy and Governance Committee. This Policy supersedes all prior policies/procedures and practices related to Admissions Review Policy.

**POLICY & GOVERNANCE COMMITTEE MEMBERS PRESENT:** Trustee Kathleen Masiello, Trustee Leonard Lenihan, Executive Vice President for Administration and Finance Penelope Howard, Provost and Executive Vice President of Academic and Student Affairs Douglas Scheidt, Employee Relations Manager Daniel Kaufmann, Dean of Liberal Arts and Science Joanne Colmerauer, Dean of Liberal Arts and Science Jamie Smith and Dean of Students Petrina Hill-Cheatom

**DATE OF BOARD APPROVAL:** January 30, 2020

**POLICY & GOVERNANCE COMMITTEE TEAM FOLLOW-UP:**

Following Trustee approval, this Board policy will be included in the Erie Community College Board of Trustees Policy Manual, the Erie Community College catalog and Erie Community College's website.



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**INFORMATION/INPUT CONSIDERED DURING POLICY & GOVERNANCE COMMITTEE DELIBERATIONS:**

The Policy has been reviewed and discussed at the Policy & Governance Committee meeting of December 13, 2019.

Documents Referenced:

- Admissions Review Policy V-B-3 (5/14)
- Erie Community College’s Fall 2019 Policy Manual
- SUNY Policy Doc. No. 3200 Admission of Persons with Prior Felony Convictions

**History**

<b>Item:</b>	<b>Date:</b>	<b>Explanation:</b>
Policy adopted	June 1988	
BOT Review/Reaffirmed	September 2000	
BOT Review/Reaffirmed	May 2014	
BOT Review/Revised	December 14, 2017	
BOT Review/Revised/Renamed	January 30, 2020	Formerly “Admissions Review Policy”

**SUNY Erie Cross References**

<b>Policy Name or Procedure:</b>	<b>Where to find:</b>