

WHAT WE ASK OF YOU

In order for our Enrollment Review Team to process your application, we will require the following documents:

1. **Personal Statement**

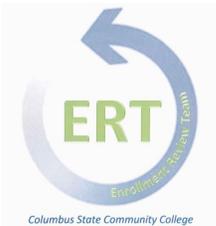
Complete the form which asks for a summary of your felony conviction(s), pending charges, and your educational goals. All of this information helps us understand how we can partner in your success.

2. **Arrest Record**

To ensure the College has accurate and thorough information to review, we require an official background check through www.verifystudents.com. Additional instructions are provided in our packet or by visiting <http://www.csc.edu/campus-life/student-conduct/>.

3. **Letter of Recommendation**

This optional portion of the review packet allows you to have someone speak of your readiness for college as well as any changes since the felony conviction(s). This letter can be a personal reference or from someone in the community, such as a parole officer, minister, employer, etc.



Please submit all information to the Office of Student Conduct in Care of the Enrollment Review Team.

FREQUENTLY ASKED QUESTIONS

How long does the review process take?

Individuals should allow approximately 30 days to ensure that all materials are received and can be reviewed before the first day of classes. The 30 days will allow time for interviews and any additional steps to be completed.

Can I take my placement test while being reviewed?

Applicants are unable to access campus resources until they have completed the Enrollment Review Process and have been converted to student status. Completing the application for federal student aid is an external process which can be completed while applicants are involved in the enrollment review process.

Do I need to report criminal history if I am a current or returning student?

College policy requires that all individuals report criminal convictions. Failure to do so can result in charges through the Code of Student Conduct and possibly temporary suspension until the process is completed.

What happens to my criminal background check and other documents collected during the process?

All information collected during this process is considered confidential and will only be used for the purpose of enrollment review. Materials are securely maintained in the Office of Student Conduct.

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Enrollment Review Process



It's your
future.

<http://www.csc.edu/campus-life/student-conduct/>

201 Eibling Hall



YOUR PATH STARTS HERE

Columbus State is committed to being a statewide leader in college access as well as success. We work to ensure that every community member has a safe environment in which to learn and grow.



As a part of the application process, the College asks a series of questions about applicants' criminal histories. In particular, the College is concerned with any prior criminal activity resulting in a felony conviction.

Having a criminal history is not a barrier to admission, but there is a process applicants must follow to report convictions and, if necessary, sit down with CSCC staff to discuss the circumstances behind the offense(s) before enrollment can proceed. Individuals may be deferred or denied if their presence poses a substantial risk of harm to campus or they are under conditions of post-release supervision (i.e. probation or parole) that prevent enrollment, such as no contact with minors and/or no access to internet.

THE REVIEW PROCESS

When an individual is placed in a pending status due to felony convictions, there is a standard process that must occur. That process includes:

1. Trained professionals review application materials looking for convictions involving violence, weapons, or harm to others.
 - ⇒ If there are no such incidents found during the review period, the applicant is moved to accepted student status and receives information about preparing for class registration.
 - ⇒ If convictions reflecting the areas of concern mentioned above are found, individuals will be required to attend a brief meeting with the Enrollment Review Team to discuss what occurred as well as how the behaviors of concern have been addressed.
2. The Enrollment Review Team can make a decision to admit, admit with conditions, or defer for a designated period of time. In any case, the applicant will be informed of the decision. In the event of a deferral or denial, individuals will also be given a brief explanation as to why the decision was made and steps to be reconsidered at a later time.

WE ARE ON YOUR TEAM

Transitioning back into school can sometimes be a challenge. Fortunately, you don't have to do it on your own. At Columbus State, we are a community of learners who rely on one another to ensure collective growth and success.

The members of our review team are trained to review materials and assess potential threat. But more importantly, they represent student support at the College. Collectively the group can help guide students to a path of success by assisting with questions about the "right" major, financial aid, tutoring and other topics that will be important to your success while at Columbus State and beyond.

Your path starts here at Columbus State and we are happy to partner with you.

