

Campus Safety & Welfare Committee

Subject: Student "Campus Safety & Welfare Questionnaire" Review

Policy: Campus Safety & Welfare Committee

Revised: New

Effective Date: 1 February 2007

Review Date: Annually

Responsible Party: Vice President for Student Affairs

Campus Safety & Welfare Committee

Introduction and Purpose:

The purpose of the committee is to review and evaluate new and returning applicants for admission to Montana State University who, in accordance with the university admissions policy, report a criminal or other specified behavioral history of a nature that may adversely affect their own or others' safety and success at Montana State University, and determine whether they should be accepted into the university community.

Persons applying for admission to Montana State University or returning to the university following a break in attendance are required to reveal whether they have been convicted of a felony crime, have been institutionalized for threatening or causing injury to persons or property, and/or have been dismissed and/or suspended from a college for disciplinary reasons. An affirmative response to one or more of these questions generates a requirement for further review by the Campus Safety & Welfare Committee.

Policy:

The Campus Safety & Welfare Committee will review the applications of students who affirm that they been convicted of a felony crime, have been institutionalized for threatening or causing injury to persons or property, and/or have been dismissed and/or suspended from a college for disciplinary reasons. The committee reserves the right to review the status of students who are convicted of a felony crime or are institutionalized for threatening or causing injury to persons or property after admission. Students who knowingly or negligently provide false information regarding criminal or other disciplinary information or institutionalization in their original application may be asked to provide additional information and to appear before the committee.

The Committee is a University committee comprised of representatives of the University Police, Registrar, Admissions and Enrollment Services, Auxiliary Services (campus housing authority), Student Affairs, the Faculty, and the Associated Students of Montana State University (ASMSU). The committee will be chaired by the Dean of Students or designee.

The Committee will review and confirm the information provided by the applicant, and may conduct a personal interview with the applicant. On completion of the review the Committee will recommend to the Dean of Students whether the applicant should be approved for admission and what restrictions or conditions, if any, should be imposed on the applicant if admitted.

The Dean of Students will consider the Committee's recommendations and determine whether the applicant will be admitted and which, if any, restrictions conditions will be imposed if admitted.

Procedures:

The university Registrar's office or Office of Admissions and Enrollment Services will ensure that applications requiring review are provided to the Dean of Students. The Dean of Students will convene the Campus Safety and Welfare Committee as necessary to accomplish the review.

The Campus Safety & Welfare Committee will consider a number of factors which may include, but are not limited to: (1) nature and severity of the crime(s) or basis for dismissal/suspension; (2) currency and frequency of the crime(s) or incident(s); (3) the applicant's activities since conviction (employment, education, participation in mandatory/voluntary programs); (4) recommendations of parole officers/case managers and professional practitioners concerning the applicant's rehabilitation and potential for success in the university environment; (5) the applicant's prior academic achievement, if appropriate, and; (6) an assessment of the applicant's potential to be successful as a member of the University community. The Committee will make findings and recommendations to the Dean of Students.

The Dean of Students will approve or deny the applicant's admission to the university and notify the applicant of the decision. The Dean of Students will inform applicants denied admission of their right to appeal the decision to the Vice President for Student Affairs.

An applicant whose application for admission is denied by the Dean of Students may appeal the Dean's decision by submitting a written appeal to the Vice President for Student Affairs.

If the Vice President for Student Affairs determines that there is basis for appeal the appeal may be remanded to the Committee for clarification, additional information or reconsideration. The Vice President may require a personal interview with the applicant. The Vice President for Student Affairs will then render a written decision to the applicant.

The decision of Vice President for Student Affairs is the final decision of the University.

Internal control considerations:

Campus Safety & Welfare Committee review materials are student records and will be handled in accordance with federal and state law and University policy for securing and controlling access to such records.

Documents obtained by the Campus Safety & Welfare Committee and used in reaching a recommendation to the Dean of Students are the property of the University and are not part of the student (applicant's) record.