



Section: PUPILS
Title: ADMISSION AND CONTINUED ENROLLMENT REVIEW POLICY
Adopted: February 17, 2016
Revised:

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| | <p>205B. ADMISSION AND CONTINUED ENROLLMENT REVIEW POLICY</p> | |
| <p>1. Purpose</p> | <p>In order for the Lebanon County Career and Technology Center Adult Education program to facilitate a safe and collegial teaching and learning environment for all members of our community, LCCTC requires a high standard of conduct for current members of its community and for anyone seeking admission, reenrollment or continued enrollment.</p> <p>Therefore, LCCTC adult applicants for admission, reenrollment, or continued enrollment with a history of conduct related issues will be subject to a required review. This policy governs the process and procedure for addressing applicants for admission and enrolled students with a criminal history and/or criminal or behavioral issues that are not addressed through the Student Code of Conduct.</p> <p>A review will be required when LCCTC receives information through required background clearances, through the admission process for new applicants or a self-disclosure or credible report that a current student has engaged in conduct that may endanger the health and safety of any member of the LCCTC community; adversely affect the school's educational mission, or jeopardize LCCTC property or the property of any member of the LCCTC community or its visitors.</p> <p>If the LCCTC administration is informed that an applicant for admission or reenrollment or a continuing student has been incarcerated or has been involved in illegal conduct, the school reserves the right to determine the acceptability of the applicant and/or the continued enrollment of the student.</p> <p>The review process will be administered by representatives from the appropriate LCCTC offices: Adult Education Office. Review of individuals with conduct issues in accordance with this policy shall be initiated in connection with requests for admission, reenrollment or continued enrollment in any Adult Education program offered through LCCTC.</p> <p>This policy shall not be interpreted to limit any applicable provision of LCCTC's Code of Student Conduct.</p> <p><u>Definitions</u> Credible Report – Information from any source regarding charged conduct that has been confirmed verbally or in writing.</p> | |

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No Contact Order – Requirement not to have any communication with named individuals.

Serious Crime – Any felony, specifically including, but not limited to crimes including murder, assault, domestic violence, stalking, drug offenses and sex offenses that pose a potential threat or adverse effect on the safety of the campus.

Review Guidelines

1. Applicants for admission or enrollment will not be considered for admission while incarcerated in any federal, state, county or city prison, or jail, including youth detention centers.
 2. Applicants on parole, probation; any type of intermediate punishment or house arrest are subject to review procedures outlined in this policy prior to consideration for admission or reenrollment in any Adult Education program.
 3. Applicants with past disciplinary history or any type of conduct related sanctions imposed by any post-secondary institution or program are subject to review prior to consideration for admission or reenrollment.
 4. Applicants or continuing students who have engaged in violations of the law or past misconduct that was disruptive or threatening to the functioning and well-being of themselves or others at LCCTC or any other institution or program are subject to review prior to a final decision regarding admission, readmission or continued enrollment.
- Inquiries shall not be made regarding a potential applicant’s background prior to submission of an application.
 - Admission or reenrollment may be denied based upon the results of the review process.
 - If an individual has been charged with a serious crime alleged to have occurred before the individual became a LCCTC student, LCCTC may summarily suspend the student and potentially revoke the individual’s admission pursuant to and in accordance with the procedures set forth in this policy. Summary suspension includes excluding the individual from campus and may include a No Contact Order in the event the charges involve a victim who is a student, employee, or associated member of the LCCTC community.
 - Prior activities that cause concerns of potential endangering health and safety of any member of the LCCTC community, adversely affecting the school’s educational mission or jeopardizing LCCTC property or the property of any LCCTC community member or its visiting.

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Review Procedures

The following review will be required of any applicant for admission or reenrollment or any student continuing enrollment at LCCTC whose circumstances meet one or more of the review guidelines established through this policy:

1. The Adult Education Program Coordinator, or designee, shall identify a committee to include the Assistant Director and Adult Education Program Coordinator. The Review Committee may also consult with LCCTC's legal counsel and other contracted professionals at its discretion. The Adult Education Program Coordinator, or designee, shall act as the point of contact for individuals to self-report changes that have occurred prior to the individual becoming a student.
2. Release of information or documents from parole officers, prison officials, psychiatrists, psychiatric social workers, college administrators and other professionals will be requested when the information has a direct bearing on the applicant's conduct and suitability for enrollment at LCCTC.
3. Personal Statement must be submitted by the applicant to include (as applicable):
 - Details of the nature of the individual's activities since incarceration, commitment, treatment, or conduct related sanctions.
 - Reasons why the applicant feels he/she should be admitted, reenrolled or permitted continued enrollment in an Adult Education program at the LCCTC.
 - Reasons why the individual believes he/she will be able to abide by LCCTC rules and regulations if admission, reenrollment or continued enrollment is permitted.
 - Names of individuals from whom LCCTC has asked an applicant or reenrolling or continuing student to obtain letters of reference. Addresses and phone numbers of references must be included. Letters of reference should be on official letterhead (when applicable) and should include the length of time by dates that the writer has known or had contact with the applicant. Letters of reference may not be from family members, the following references are required:

(1) Long Term Community References: A minimum of two references from reputable persons in the individual's community, not relatives, who have a long-term acquaintance with and personal knowledge of the applicant.

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(2) Supervisory Report and Recommendations: A minimum of two letters written by individuals who had direct supervisory responsibility during incarceration, a correctional program or treatment.
(3) Probation Report: If the applicant is or has been under any form of probation or parole, then a letter from the supervising officer is required.

4. Depending on the circumstances, individuals with disclosed emotional and/or psychological conditions who have violated the law or engaged in misconduct at LCCTC or in another post-secondary program may have special requirements stipulated in accordance with applicable policy. Such requirements may include but are not limited to a personal interview or a comprehensive diagnostic/treatment report from a recognized mental health practitioner.
5. After all reports, documents and required letters of reference, as well as standard application materials (application form, transcripts, etc.) are received the completed file will be passed to the Review Committee.

Disposition

The Adult Education Program Coordinator will notify appropriate parties in writing of the Review Committee's decision which may be a recommendation to the Admissions Office to proceed with the standard admissions or reenrollment processes or a recommendation to the applicant for admission or reenrollment to apply again after a specified period of time.