

Review Process for Disciplinary Information Disclosed on all University of North Carolina at Pembroke Admissions Applications

Campus Safety Questions

In an effort to create a safe university environment, The University of North Carolina at Pembroke (UNCP) poses the following six campus safety questions on all admissions applications.

1. Have you been convicted of a crime?
2. Have you entered a plea of guilty, a plea of no contest, a plea of *nolo contendere*, or an Alford plea, or have you received a deferred prosecution or prayer for judgment continued, to a criminal charge?
3. Have you otherwise accepted responsibility for the commission of a crime?
4. Do you have any criminal charges pending against you?
5. Have you ever been expelled, dismissed, suspended, placed on probation, or otherwise subject to any disciplinary sanction by any school, college, or university?
6. If you have ever served in the military, did you receive any type of discharge other than an honorable discharge?

These questions are intended to make the University aware of an applicant's criminal and school judicial history, as well as military discharge information. Information learned as a result of an applicant's disclosure will be reviewed in a manner as described below.

Review and Screening Process

Applications sent to the UNCP Undergraduate Admissions Office, Office of Graduate Studies, and the Registrar's Office staff will be reviewed for:

1. any affirmative answers to the six campus safety questions;
2. inconsistent answers that have not been satisfactorily explained;
3. omitted answers without an acceptable explanation for the omission;
4. unexplained time periods(s) since graduation from high school; and
5. confirmation of information through the University of North Carolina Suspension/Expulsion database, the National Student Clearing House and the Department of Public Instruction database (when available).

If the applicant answers "yes" to any of the six safety questions, he/she must submit an official criminal background check from Certiphi, Inc., unless the affirmative answer or supporting material relates to a school disciplinary action that resulted from an offense that is remote in time or was insubstantial. Non-residents and North Carolina residents whose applications disclose significant time outside of North Carolina, a residence check will be conducted, and then a criminal background check will be conducted for all appropriate states unless the applicant opts for a national Federal Bureau of Investigation fingerprint check. For international students, a criminal background check of appropriate scope will be conducted.

In addition to the information revealed through the criminal background check, University officials may request in-depth documentation of the incident(s) described on the application (ie., a detailed account of the circumstances of the situation;

court documentation; letters from previous educational institutions; etc.) Other methods of collecting information may employ other methods of gathering relevant information, including but not limited to, placing phone calls to verify information, contacting the Office of Student Conduct to determine previous violations or consulting databases on criminal cases available to the public.

Admission to UNC Pembroke will be denied or withdrawn for any applicant who fails to disclose accurate information in response to any question on the application.

UNCP Admissions Safety Review Committee

If the applicant answers any of the six Campus Safety Questions in the affirmative and this requires a background check, and the applicant fails to sufficiently explain the circumstances or may pose a risk to the University community, or if the information contained in the application raises a concern for the Office reviewing the applicant's materials, the application, along with supporting documents, may be forwarded to the Chairman of the UNCP Admissions Safety Review Committee. The Chairman will schedule a meeting for the Committee to review case. The UNCP Admissions Safety Review Committee is comprised of six members including the: University Attorney; Director of Police and Public Safety; Director of Student Conduct; University Registrar; Director of Undergraduate Admissions; and the Dean of the Graduate School.

The Committee will make a determination as to the relevance of the offense(s) to and its potential impact of the safety of the UNCP community. Each application will be reviewed in light of the following factors, which include but are not limited to: date of the offense; nature of the offense; number of offenses; severity of harm caused to self or others, mitigating or aggravating circumstances; sanctions imposed and completion of sanction requirements.

Upon deliberation and consideration of all information, the Committee may:

1. determine there is no observed disciplinary barrier to admitting the applicant;
2. impose restrictions on applicants once they matriculate at UNCP;
3. determine there is an identified disciplinary barrier to admitting the applicant to UNCP and that a denial of admission is recommended; or
4. determine a personal interview with the applicant is necessary prior to admitting denying or the applicant.

If it is determined that the applicant be recommended for admission, but that his/her disciplinary information is relevant to the safety of the UNCP community, a separate file will be created within the Office of Student Conduct. The record may be used for appropriate sanctioning if the applicant violates the Student Code of Conduct once enrolled at the University.

The decision determined by the UNCP Admissions Safety Review Committee will be sent in writing to the applicant by the appropriate department. An appeal process is not provided.