

Policy for the Admission of Persons with Disciplinary Dismissals

Niagara County Community College is committed to providing an opportunity for all qualified applicants to receive a quality education. Applicants who have been dismissed from an institution of higher education for disciplinary reasons, may be accepted to study at Niagara County Community College, providing the applicant is able to successfully satisfy the evaluation process.

An affirmative response to the disciplinary dismissal question will not automatically prevent admission, but you will be asked by the college(s) to which you have applied to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in denial of admission or disciplinary action.

In order to insure fair and impartial screening of each applicant who has any dismissal(s) from an institute of higher education, a review process that involves the Director of Admissions or designee and the Vice President of Student Services or designee, will be completed for each such applicant.

Applicants' with previous dismissal(s) from an institute of higher education must successfully complete a questionnaire that will include, but is not limited to, personal information and intended program of study.

Applicants who have been dismissed from an institution of higher education for disciplinary reasons must also provide a letter of recommendation from the Vice President of Student Services or similarly ranked official from the relevant institution, and the applicant's records/transcripts from any previously attended College(s).

Failure to disclose disciplinary dismissals, or intentional misrepresentation within any area of the application process, may result in the immediate dismissal of any student found to be culpable.

Admission for Persons with Disciplinary Dismissals

- A. Complete an Admissions application (full-time and part-time matriculated).
 - a. Include copies of all academic information such as high school transcripts or High School Equivalency. Non-matriculated students must complete the appropriate form as provided by the Records Office.
- B. Complete a *Request for an On-Campus Study* form from NCCC Admissions Office
 - a. Submit completed form to the NCCC Admissions Office, along with a letter of recommendation from the vice President of Student Services or similarly ranked official from the relevant institution. All areas of the form must be completed.
- C. The Director of Admissions will schedule an interview with the applicant to determine any special educational, financial, or personal needs.
 - a. After the interview process is complete, the Director of Admissions or his/her designee will review all materials pertaining to applicant's admission. The Director will have access to and will consider all available information specified above, including the applicant's past academic record(s). All pertinent information will be reviewed.
- D. The Director submits a recommendation for review by the Vice President for Student Services. If the VP concurs with recommendation, the student is notified of the decision. If the VP requires additional documentation or review, he/she may return the application to Admissions for follow up.
- E. NCCC reserves the right to deny an applicant's request for admission to the College or to a selected program at the College if the applicant's disciplinary record would prevent the applicant from successfully completing or obtaining a required license and/or certification associated with the program.
- F. At the applicant's request, a written statement of reason(s) for denial will be provided within five business days of the receipt of the request.
- G. An appeal process is made available to those individuals who are not in agreement with the decision of the Director of Admissions and confirmed by the Vice President for Student Services.
 - a. The individual making the appeal must complete an *Appeal Request for Admission* form, including the written statement attesting to why an appeal has

merit. The Appeal Board will convene as soon as possible to consider the request and render a decision no later than 30 business days after receipt of the appeal.

- b. If the appeal is found to have merit, the Admissions Appeal Board shall establish the terms and conditions for admission. If the appeal is not found to have merit, the person filing the appeal will be notified in writing. The decision of the appeal board is considered final.

**Approved by NCCC Board of Trustees
August, 2017**