

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Non-Academic Admissibility

**4-014
STUDENT SERVICES
November 2013**

GENERAL STATEMENT

- 1.01 Oklahoma State Regents for Higher Education (OSRHE) Policy 3.9.10 allows for the use of non-academic criteria for the determination of admissibility of students to OSU Institute of Technology (OSUIT).
- A. In addition to the academic criteria used by institutions in the State System as the basis for student admission, institutions shall consider the following non-academic criteria in deciding whether a first-time applicant or a transfer student shall be granted admission:
1. Whether an applicant has been expelled, suspended, denied admission or denied readmission by any other educational institution.
 2. Whether an applicant has been convicted of a felony or convicted of any lesser crime involving moral turpitude.
 3. Whether an applicant's conduct has been such that if, at the time of the conduct in question, the applicant had been a student at the institution to which application is made, the course of conduct would have been grounds for expulsion, suspension, dismissal or denial of readmission.
- B. If the institution finds that an applicant has any of the above, then the institution shall deny admission to applicant if it decides that any of the events described in 1.01A1, 1.01A2, or 1.01A3 indicates the applicant's unfitness, at the time of application, to be a student at the institution to which application is made.
- 1.02 If an applicant is denied admission on any of the foregoing grounds, there must be substantial evidence supporting the basis for denial. In addition, the applicant must be afforded adequate procedural safeguards, including the following:
- A. be advised of the ground of the denial,
 - B. be informed of the facts which form a basis of the denial, and
 - C. be afforded an opportunity to be heard.
- 1.03 Institutions should establish a hearing committee or some other appropriate mechanism to guarantee the proper administration of the procedural safeguards outlined above.

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- 2.01 If a person indicates on the Application for Admission that he/she has a felony conviction, has a student conduct record (not limited to OSUIT), and/or been convicted of crimes of moral turpitude, the student will be required to complete a Non-Academic Review Request form with a letter of explanation.
- 2.02 The Non-Academic Review Request form and letter of explanation must be submitted to the Office of Admissions.
- 2.03 The person's enrollment will be placed on hold until the Non-academic Admissions Committee reviews the application.
- 2.04 The student will be notified of the committee's decision which include, but are not limited to, the following:
- A. approval to enroll, or
 - B. approval to enroll with stipulated conditions, or
 - C. denial to enroll (applicant may not attend OSUIT and all deposits will be refunded).
- 2.05 Decisions or recommendation(s) made by the Non-academic Admissions Committee may be appealed to the Vice President of Student Services, by the person seeking admission. An appeal is not a new hearing, but is a review of the original record. It serves as a procedural safeguard for the person. The person must show that one or more of the listed grounds for appeal have merit.
- A. Appeals for non-academic admissions must be submitted in writing to the Vice President of Student Services within two (2) working/school days of receiving the decision of the Non-academic Admissions Committee. Failure to file an appeal, within the prescribed time constitutes a waiver of any right to an appeal.
 - B. The appeal must cite at least one of the following criteria as the reason for appeal and supporting argument(s).
 - 1. The Non-academic Admissions Committee was not conducted in conformity with prescribed procedures.
 - 2. The evidence presented to the Non-academic Admissions Committee was not "sufficient" to justify a decision against the person.
 - 3. Evidence which could have substantially affected the outcome of the Committee has been discovered since the time the Non-academic Admissions Committee met.

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- C. The Vice President of Student Services will review the record of the Non-academic Admissions Committee, including documentary evidence. It is the appeals officer's discretion to change any decision imposed to a lesser action, to rescind any previous decision, or to return a decision to the Non-academic Admissions Committee for review and/or reconsideration. If there is new evidence which is believed to substantially affect the outcome, or evidence presented at the lower previous hearing(s) was "insufficient" to justify a decision against the person, or the Appeals Officer finds that procedural error did occur, the matter may be remanded to the Non-academic Admissions Committee with instruction for either a rehearing of the entire matter or reconsideration of specific issues.
 - D. The final decision may be communicated in writing by the Vice President of Student Services to the appealing person, with a copy sent to appropriate offices. The decision will normally be communicated within ten (10) working/school days of receiving the written recommendation, but may take longer during university recesses or in a complex case.
- 2.06 The decision of the Vice President of Student Services shall be final. The Non-academic Admissions Committee membership will include the Behavioral Consultation Team (BCT) and Registrar or his/her designee.

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- 3.01 A review is conducted by the Non-academic Admissions Committee and a member will notify Admissions of its decision.
- 3.02 If the Non-academic Admissions Committee determines that the student is not eligible to enroll, a note will be made and the hold will remain on the student's record indefinitely.
- 3.03 The Vice President of Student Services is responsible for contacting the student regarding the Non-academic Admissions Committee's determination.