

Student Application Review Board

Student applicants who have indicated on their admissions application they have been charged or convicted of one or more felony crimes will be directed to the Student Conduct, Rights, and Responsibilities office, which facilitates the Student Applicant Review Board process. Additionally, student applicants who have indicated on their Southeastern Oklahoma State University admissions application they have been suspended, expelled, or placed on probation at a post-secondary college or university, will be directed to the Student Conduct, Rights, and Responsibilities office as well.

Student applicants who have been suspended, expelled, or placed on probation at a post-secondary college or university

In order to complete your file for enrollment consideration, you must provide the Student Applicant Review Board with the following:

- Transcript(s) from previously attended and/or current college/universities attended.
- Three (3) letters of recommendation attesting to the behavioral and social ability to function in a university setting from any of the following individuals (to include contact information, relationship to the applicant, and reference's signature): From employer, family member, professor/instructor, or any other person who can attest to your character.
- Provide a typed 1–2-page writing sample using appropriate spelling, grammar, and punctuation. Provide information with the following criteria: Describe, in detail, the incidents with date, type of disciplinary action, circumstances, location, and current status. What did you take from this experience? What changes have you made in your life? Provide information as to why you would like to be a student at SE and in what field do you wish to study. Describe how you can positively contribute to the SE community. Describe your plan to prevent your behavior from becoming a risk and or disruption to the SE campus.
- A signed [CONFIDENTIAL INFORMATION RELEASE AGREEMENT FORM.pdf](#) (return to the Office of Student Affairs by email or in person)

If a student has been convicted of a felony, pled guilty to a felony, plead no contest to a felony, placed on probation for a felony and/or placed on suspension for a felony, please follow the guidelines below:

In order to complete your file for enrollment consideration, you must provide the Student Applicant Review Board with the following:

Three (3) letters of recommendation attesting to the behavioral and social ability to function in a university setting from any of the following individuals (to include contact information, relationship to the applicant, and reference's signature) :

- ❑ (2 letters) Employer, instructor/professor, religious organization (minister), psychologist/counselor
- ❑ (1 letter) A letter from probation or parole officer
- ❑ Provide a typed 1-2 page writing sample using appropriate spelling, grammar, and punctuation. Provide information with the following criteria: Describe, in detail, the incidents with date, type of crime, circumstances, location, and current status. What did you take from this experience? What changes have you made in your life? Provide information as to why you would like to be a student at SE and in what field do you wish to study. Describe how you can positively contribute to the SE community. Describe your plan to prevent your behavior from becoming a risk and or disruption to the SE campus. Discuss any counseling and/or treatment programs you have completed, if drugs, alcohol, or violent behavior was a factor.
- ❑ A signed [CONFIDENTIAL INFORMATION RELEASE AGREEMENT FORM.pdf](#)
(return to the Office of Student Affairs by email or in person)

If a student has a felony crime AND has been suspended, expelled, or placed on probation at a post-secondary college/university please follow the guidelines below:

*The information required will be the procedures pertaining to felonies and the following:

- ❑ Two letters of recommendation attesting to your behavioral and social ability to function in a university setting from any of the following:
 - Dean of Students, Conduct Official, counselor, professor/instructor of post-secondary college or university where the offense occurred
(please refrain from using family members and personal friends as references.)

After all required information has been submitted and accepted, student applicants will receive an email informing you of a date, time, and location in which you will meet with the Student Application Review Board for a brief interview.

It is highly recommended that you communicate with the Student Conduct, Rights, and Responsibilities office to confirm all necessary information/documentation has been submitted and received. Student applicants who have been suspended, expelled, or placed on probation will be subjected to a Tier 1 process. To determine whether a Tier 1 or Tier 2 process is warranted for student applications, the following will be considered.

If the student applicant indicates they have been charged or convicted of a felony crime and meets the following criteria, the Assistant Dean of Students shall review the student applicant's information and make a decision regarding their enrollment eligibility. The

decision of the Assistant Dean of Students will be based upon the same criteria as if they have met with the Student Applicant Review Board (SARB). The criteria are as follows:

TIER 1:

- Only one felony charge was dismissed
- No felony charges or convictions within the past 10 years
- No jail or prison time served within the past 10 years
- No violence, including sexual violence felony crimes
- No weaponry used in prior felony crimes
- No indications of dishonesty on application or disclosure form
- Assistant Dean of Students meets with student applicant and consults with other key Student Applicant Review Board members and university departments, as necessary
- Assistant Dean of Students makes decision within same allotted time frame as Tier 2 schedule and makes notes of review and rationale
- Assistant Dean of Students reserves the option to refer to Tier 2 process based upon interview or discovery of dishonesty during process or interview

(If the student applicant is determined eligible to enroll, an Individual Success Plan will be applied (may include conduct hold, counseling consultation, learning center recommendations, routine meetings with Assistant Dean of Students)

TIER 2:

- Student applicant HAS a felony charge or conviction within the past 10 years or did not meet the criteria for the Tier 1 process.
- One or more of the felony charges or convictions involved violence, including sexual violence.
- Weaponry use was involved in one or more of the prior felony crimes.
- The Assistant Dean of Students refers student applicants after a review through the Tier 1 process

(If the student applicant is determined eligible to enroll, an Individual Success Plan will be applied (may include conduct hold, counseling consultation, learning center recommendations, routine meetings with Assistant Dean of Students)

OUTCOMES

Given that the applicant meets all other university admissions requirements, applicants may receive one of the following outcomes after completing the special admissions process (**the decision of the committee is final**):

- Applicant may be fully admitted to the university
- Applicant may be admitted with stipulations (such as limited hours, inability to declare a particular major(s), or housing restrictions)
- Applicant may be denied admission to the university

(If the student applicant is determined eligible to enroll, an Individual Success Plan will be applied (may include conduct hold, counseling consultation, learning center recommendations, routine meetings with Assistant Dean of Students)

If determined ineligible for enrollment

Student applicants who have been determined ineligible to enroll at Southeastern Oklahoma State University must wait six months before requesting another meeting with the Student Applicant Review Board. In doing so, they must also confer with the Assistant Dean of Students to address their initial reasons for ineligibility. **The decision of the committee is final.**

Student Applicant Review Board Criteria

The Student Applicant Review Board will use the following criteria to determine the outcome of the applicant's request for admission:

1. Presents self in a respectable manner - Shows a reduced risk of violence
2. Shows a reduced risk of recidivism (repeat offending)
3. Past behavior indicates a low likelihood of repeat offenses/violation
4. Compliance with sentencing requirements
5. Recommendation letters showed a positive indication of a change in behavior
6. Rehabilitation behavior demonstrated - Corroboration of documents, letters, and lifestyle demonstrating a positive change in behavior
7. Honesty - Full disclosure of past with no patterns of dishonesty detected
8. Ability to handle stress-related situations which traditionally take place on a college campus, while balancing work and other life issues
9. Applicant must demonstrate the ability to complete college level academic coursework
10. Accepting to terms of SE Probation, Restrictions (if found eligible and admitted)
11. Drugs, Alcohol or Violent/Aggressive Behavior: If drugs, alcohol or violent/aggressive behavior was included in the incident, applicant must present proof of completion of counseling and/or treatment program(s) for substance abuse, anger management, or related. Applicant must demonstrate an active and on-going plan for maintaining their ability to be successful in the educational

environment

12. Interview: Applicant must be able to address questions posed by committee, take responsibility for their actions, and articulate what they learned and/or what positive changes they have made since the time of the incident(s)