



ASUN Operating Procedure – 4027

Operating Procedure Synopsis

Title: Admitting Applicants with Felony Convictions

Approval Date/Revision Date(s): 9/2020

Review Date(s): 9/2021, 9/2022

Executive Cabinet Liaison: Vice Chancellor for Student Affairs

Responsible Manager: Dean for Admissions and College Engagement

A. Purpose and Scope

This process exists because Arkansas State University-Newport hopes to provide a safe campus community while sharing our vision, mission, and core values with those who have had prior involvement with the criminal justice system.

B. Definitions

Felony is a crime, typically one involving violence, regarded as more serious than a misdemeanor, and usually punishable by imprisonment in excess of one year. If punishable by exactly one year or less, the offence may be classified as a misdemeanor.

C. Procedures

1. Applicants who answer “yes” to the application questions located under “Felony Questions” are placed on a pending application status.
2. The applicant receives an email notifying him or her of their application status. The text of the email is included in related information below.
3. Once the required documents arrive, the Admissions Review Committee considers the application for admission.
4. An email is sent on behalf of the committee notifying the applicant of the admission decision.
5. If the committee denies admission to the applicant, he or she may appeal to the Vice Chancellor for Student Affairs.

The Admissions Review Committee shall consist of:

- Campus Safety Officer
- Director of Career Pathways
- Dean of Student Success/Registrar
- Dean of Admissions & College Engagement is a non-voting committee member in a record keeping capacity only. This prevents a “tie” in voting, and allows the committee to have a non-voting liaison who can engage with the applicant on behalf of the committee.

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

D. Related Information

Exceptions:

- Current ASUN employees who have felony convictions are exempt from the felony application review process because they are already part of the ASUN community.
- Individuals who attended ASUN while incarcerated at Grimes or McPherson.
- Individuals who claim to have answered ‘yes’ erroneously.
 - Current year HS graduate → must obtain letter from high school administrator
 - HS Graduation date prior to current year → must obtain AR State Police criminal history
- Individuals employed by Maverick or MC Express who are receiving Commercial Driver Training instruction at ASUN.
 - The process for admitting applicants who have a felony conviction who have been hired by Maverick or MC Express differs from the general felony applicant pool. ASUN has agreed to provide training for Maverick and MC Express employees who are already subject to a rigorous background screening in order to be employed at Maverick or MC Express. To be hired, the individual’s felony conviction must be more than 7 years old; cannot be sex-related or a violent offense; and must not prevent interstate CDL licensure or travel. Therefore, individuals who participate in ASUN’s training partnership with Maverick or MC Express, who have a felony record, will be allowed to enroll based upon a letter of reference from the hiring manager or designee for either company.

Automatic Email Response sent to applicants:

On your admissions application to Arkansas State University—Newport, you answered ‘yes’ to the question regarding prior or pending felony conviction(s).

At this time, your application is on hold and will not be processed unless approved.

ALL of the following REQUIRED items must be submitted as a packet for review **within 4 months of your application:**

- A formal letter from you that explains your charges, why you received them, and includes your future educational and career goals.
 - You may email this letter.
- A criminal history check. Contact the Arkansas State Police (or the state police where the felony took place).
 - See attachment for direct access to the form
 - Have the criminal history check sent directly to ASUN

Arkansas State Police
Identification Bureau
#1 State Police Plaza Drive
Little Rock, AR 72209
(501) 618-8500

Link to Arkansas State Police Identification Bureau Individual Record Check Request Form:

<https://static.ark.org/asp/criminal/pdfs/ASP-122-ID-State-Background-Check-Current-On-Website-Fillable-Form-8-3-2022.pdf>

Optional Item: Personal letters of recommendation. Please include these with the letter you write. You may email these as well.

Packets with missing items will not be reviewed. Mail your completed packet to:

Review Committee
Office of Admissions
Arkansas State University – Newport
7648 Victory Blvd
Newport, AR 72112

Please email arc@asun.edu if you have any questions about this process.

Sincerely,

Committee for Admissions Approval