

# **BAY DE NOC COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES**

## **4000 STUDENT SERVICES**

### **4001 ADMISSIONS POLICY**

It shall be the policy of the Bay de Noc Community College Board of Trustees to adhere to the concept of open door admissions.

Any student who has graduated from high school, or who has obtained a General Education Diploma (GED), or who is 18 years of age is eligible for admission. Admission to Bay College does not ensure placement in all courses or programs. Many courses have prerequisites, and some programs have additional admission requirements. Students who do not meet the admissions criteria may apply for special admission.

Bay College reserves the right to refuse admission and/or continued enrollment if the College determines that the applicant/student is a threat or potential danger to the college community or if such refusal is considered in the best interest of the College.

Bay College retains the right to deny/revoke admission/enrollment of any applicant or student who was convicted of a crime requiring listing on the sex offender registry. A registered sex offender is defined as any person who is required pursuant to State or Federal law to be registered on any Criminal Information Network and/or the National Crime Information Center Convicted Sexual Offender registry.

Bay College will monitor the sex offender registry list to identify persons on the list who have been convicted of a crime requiring listing on the sex offender registry and are applying for admission to or enrolled in Bay College. Individuals convicted of a crime requiring listing on the sex offender registry are required to inform the Dean of Admission Services of their status at the time they seek admission to the College. Failure to comply with notification requirements may result in immediate denial of admission or expulsion from the College.

#### **PROCEDURE:**

##### **4001.1 Admission Application Revision**

The following questions will be added to the College's Admission Application to collect the information:

- Have you ever been convicted of a crime?
- If yes, please state the specific crime of which you were convicted?
- Please state the date of your conviction.

- 4001.2 Admission Procedure for handling prospective students convicted of a crime requiring listing on the Sex Offender Registry:
1. Upon notification that an applicant was convicted of a crime requiring listing on the sex offender registry, a Dean's service hold will be placed on the applicant's record which will prevent the applicant from registering for classes.
  2. In accordance with Bay College's Policy on Student Conduct and Discipline, the Dean of Admission Services will be responsible for determining whether the presence of any person on campus poses a serious threat to the well-being or safety of the campus community. The President of the College may further designate any other College official or administer the policy as appropriate.
  3. Those applicants convicted of a crime requiring listing on the sex offender registry applying to the College will be required to meet with the Dean of Admission Services as well as a committee of members as designated by the College President and the Dean of Admission Services before being approved for admission to the College. During the meeting, the following information will be required:
    - a. Nature of the offense for which he/she has been convicted.
    - b. Justification, including written verification, for consideration of admission/enrollment.
    - c. Parole officer contact information and conditions of parole, if applicable.

It is the applicant's burden to provide the above information no later than forty-eight (48) hours prior to the start of class. The Dean of Admission Services, working with advice from the other members of the committee, will make an admissions decision after meeting with the applicant. Criteria used to determine acceptance will include, but not be limited to:

- a. Publicly available police and court reports, including the terms of any sentencing.
  - b. A documented pattern of behavior versus a single incident.
  - c. Documentation provided by the student, or person seeking admission (e.g., parole officer reports, judicial/law enforcement recommendations, personal recommendations).
4. If admission is denied, the applicant convicted of a crime requiring listing on the sex offender registry will receive a certified letter at the home address listed in the student information system that the admission to the

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Policy Origin Date: 12/11/1974  
Policy Revision Date(s): 09/18/2013

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College has been denied based on his/her conviction of a crime requiring listing on the sex offender registry, and the College's belief that he/she poses a serious threat to the health, safety and welfare of the campus community.

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Edited for Accessibility 12.5.18