

Disciplinary Suspension and Dismissal Admissions Policy

Purpose and Scope

West Chester University is committed to promoting a safe and secure work and learning environment for all members of the University community.

The purpose of Disciplinary Suspension and Dismissal in Admissions Policy is to protect the university and its populations for the following reasons:

1. To promote a safe environment for all members of the community and their property
2. To assist the university in making an evaluation of the character, maturity, and responsibility of the applicant
3. To assist the university in determining the appropriateness of placing an applicant in university housing
4. To assist the university in providing better academic advisement regarding possible difficulties in obtaining such matters as internship placement, professional licensure and employment

Policy Statement

West Chester University of Pennsylvania has determined that all applicants for undergraduate or graduate admissions or individuals intending to take classes non-degree must disclose information regarding any current disciplinary proceeding, disciplinary suspension or dismissal imposed by other higher education institutions.

Policy Framework

1. Distribution of Policy

If an applicant has met all undergraduate or graduate admission criteria for general university admission and for the specific program to which they applied or non-degree admission, and they have answered in the

affirmative that they are currently under disciplinary proceedings or have been the subject of a disciplinary suspension/dismissal, the applicant will receive this document that details the policy and the procedures of the University. The applicant will also be provided with a copy of a Dean's Certification Form in order to access additional information that the applicant must complete and send to their previous institution(s) in which they have received an outcome of disciplinary suspension or dismissal.

2. Consideration of Applicant's Information

The university will not necessarily deny admission to the university in general or a particular undergraduate or graduate academic program or to housing because of a disciplinary issue. This information will only be considered after it has been determined that the student has met all admission criteria for the university and the specific program to which they applied. Each case will be separately evaluated based upon the rational relationship of interests and needs of the university to the nature, severity, recency of the disciplinary issue; circumstances surrounding the issues; records of other issues; the responsibility and repentance of the applicant; and any other relevant factors. These factors will be carefully considered and weighed. The disclosure of information and access to related additional information will be made to the Office of the Vice President for Student Affairs as appropriate.

3. Procedure

1. In order to be considered for admission, the applicant must complete and send the Dean of Students Certification Form for each institution from which they are currently under disciplinary proceedings or have been suspended or dismissed. Once the institution(s) have completed the form, they are instructed to return

- the certification directly to the appropriate admissions office (undergraduate, graduate, or non-degree) for consideration.
2. A student's previous conduct does not automatically warrant denial of admission to the University, but may require further review to determine whether conditions to acceptance are warranted. Determinations as to the imposition of conditions will be based upon the nature and severity of the offense(s); the period of time that has lapsed between the incident(s); the completion of discipline, if applicable; whether the applicant has additional incidents of misconduct; and the extent to which the conduct would be relevant to the student's participation in the University community.
 3. By the applicant's signature on the Dean's Certification Form, the applicant certifies that they understand and agrees to all requirements in this Policy. The signature also certifies that the applicant understands and agrees that failure to disclose material information or the failure to be fully truthful in the inquiry process may result in (1) denial of admission, or (2) if the applicant has been admitted, immediate suspension or expulsion from a course, program, housing, and/or the university.

Members of the Discipline Review Committee may include:

- Deputy Provost representative
- Enrollment Management representative (Financial Aid, Registrar, University College, Bursar or Institutional Research Offices)
- Public Safety representative
- Student Conduct representative
- Title IX representative
- Undergraduate Admissions representative
- Graduate School representative

Questions regarding this policy may be directed to: Undergraduate Admissions and Non-degree: (610) 436-3479 or Graduate Admissions: (610) 436-2462.

Definitions

For the purposes of this policy, a current disciplinary proceeding, disciplinary suspension/dismissal has the following meaning:

“Any instance of judicial or administrative action currently under review or already taken by a previous institution for behavior on University property or off University property that is not consistent with that institution’s Student Code of Conduct that has resulted in a suspension or dismissal.”

Reviewed by: WCU Legal Counsel, Discipline Review Committee

Policy Owner: Sarah Freed, Assistant Vice President of Admissions

Approved by:



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