



POLICY NAME	Felony Conviction Admissions Policy	POLICY NO.	SAEM 501
APPROVING BODY	President/Cabinet	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Student Affairs & Enrollment Management - Admissions		
EFFECTIVE DATE	10-MAR-2017	REVIEW/REVISION DATE	12-SEP-2024

PURPOSE:

In an effort to ensure campus safety, the WNMU Office of Undergraduate/Graduate Admissions has adopted the following procedure for applicants that answer “Yes” to the, “Have you ever been convicted of a felony offense, or have a felony offense currently pending, in any court including deferred adjudication?” (Failure to disclose could result in your application being denied, or disciplinary action).

POLICY:

If an applicant discloses their felony conviction on an admissions application, a letter will be mailed to the applicant requesting that they provide WNMU with the following documents:

- A copy of the criminal complaint and probable cause statement for each charge
- A copy of the final disposition for each case
- Additional supporting documentation (i.e. parole officer/counselor letters of recommendation)

Documents are to be submitted by the applicant to the Western New Mexico University Campus Police office.

Once all documents have been received, the Director of Undergraduate Admission/Graduate Admission will meet with the Vice President of Student Affairs and Enrollment Management and the Chief of WNMU Campus Police to review the application and any supporting documentation. The committee will meet as needed to review applicant materials. Applicants will be notified of this and are encouraged to submit requested documents as soon as possible to avoid a delay in the admission process.

- As needed, other university personnel will be invited to the discussion.
- The committee will review the application and supporting documents to determine whether or not campus safety would be compromised by granting admission to the applicant.
- All enrollment options will be considered by the committee, including the possibility of Online enrollment for the applicant.

- The applicant will be notified of the committee's decision by official letter.
- If the applicant is admitted, and if deemed necessary by the committee, the appropriate campus departments will be notified by email.
- If after 2 weeks of the initial letter being mailed and there is no response, the Office of Admissions will follow up with applicant by phone to request documents and answer any questions that the applicant may have. If applicant does not answer phone call, the Admissions Office will leave a voicemail asking the applicant to contact them regarding this matter.
- If after 4 weeks of initial letter there is still no response, a second letter will be mailed. In addition to the standard content, this letter will also inform the applicant that they must provide the requested documents within 2 weeks. If documents are not received, the applicant will be denied admission. Applicant will have to submit a new application if they wish to attend subsequent semesters.
- Six weeks after the initial letter is mailed, if there is no response, the applicant is denied admission for the following reason: Applicant failed to provide requested documents regarding affirmative response to the Felony Conviction question on the application for admission.
- All information regarding these applicants will be stored in a secure shared drive by the Director of Undergraduate/Graduate Admission, WNMU Campus Police and the Office of the Vice President of Student Affairs and Enrollment Management.

DOCUMENT CONTROL REGISTER*

DOCUMENT TITLE:	DOCUMENT NO.	EFFECTIVE DATE:
Felony Conviction Admissions Policy	SAEM 501	10-MAR-2017 10-MAR-2017

DOCUMENT LOCATION: (Where is this document referenced or located; include links to SharePoint or any other locations that are accessible)

REVIEW HISTORY
(Complete log for review only)

REVIEWED YES/NO	REVIEW DATE:	REVIEWED BY:
ANNUAL REVIEW	12-SEP-2024	VPSEAM

REVISION HISTORY
(For audit purposes and control tracking)

REASON FOR REVISION: **	REVISED SECTION PAGE# PARAGRAPH:	REVISION #: (not required for revision)	REVISION DATE:	APPROVED BY:
Clarifying language added; updated to include Graduate Admissions		01	12-SEP-2024	VPSEAM