

**REVIEW PROCESS FOR UNDERGRADUATE ADMISSIONS APPLICANTS  
WITH REPORTED CRIMINAL CONVICTIONS**

The Undergraduate Admissions Application requires applicants to report all criminal convictions, other than minor traffic violations. In order to assess the suitability of such applicants to the university community and identify any special conditions for enrollment, the following procedures will be followed:

1. Criminal data submitted through the application process will be reviewed and verified by MSU's Police Department.
2. Based upon review of the findings by the Office of Enrollment Services, the applicant will be:
  - a. admitted conditionally or unconditionally, or
  - b. required to meet with the Admissions Appeal Committee for further consideration.
3. The Admissions Appeal Committee will consist of the following: (a) Dean of Students; (b) the Director of Academic and Career Services; (c) Investigating Officer from the MSU Police Department; (d) the Special Assistant to the President, Enrollment Services; (e) Assistant Director of Admissions and Technical Support (f) and other University personnel as needed. At least three members must be present at each review. Decisions will be made by a simple majority. Meetings and records will be coordinated by the Special Assistant to the President or by the Assistant Director of Admissions and Technical Support.
4. Factors considered in the review process may include but are not limited to: (a) nature and degree of criminal conviction(s); (b) conditions of probation or parole; and (c) written or verbal recommendations or reports from parole officers, counselors, and other qualified persons.
5. Requirements for conditional admissions may include but are not limited to the following: (a) counseling; (b) facility usage restrictions, including denial of university housing privileges; and (c) other measures deemed appropriate to the support of the applicant and necessary for the university to maintain an environment conducive to the educational mission of the institution.
6. Denial of admission may be made where the criminal and related data submitted are found to present an unacceptable and significant risk to the university community which some form of conditional admission will not reduce to an acceptable level.
7. The decision of the Admissions Appeal Committee and all supporting documents are automatically reviewed by the Special Assistant to the President and Assistant Director of Admissions and Technical Support to determine that all conditions are met by the student during their first semester at MSU. If requirements are not met, the student will be asked to meet with the Admissions Appeal Committee for further consideration.