TEXAS A&M INTERNATIONAL UNIVERSITY

Standard Administrative Procedure (SAP)

11.99.02.L0.01 Conduct Requirements for Admissions Applications and Transcripts

First Approved: January 31, 2019
Revised: March 28, 2019
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Procedure Statement and Reason for Procedure

The purpose of this SAP is to establish procedures for the evaluation of admissions applications that indicate affirmative disclosure to any of the three conduct questions regarding involvement in acts of violence or sexual misconduct, past or pending conduct charges involving acts of violence or sexual misconduct, and expulsion or suspension from post-secondary institutions consistent with Texas A&M University System (System) Regulation 11.99.02, *Conduct Requirements for Admissions Applications and Transcripts*.

Procedures and Responsibilities

1. PROCEDURES

1.1 The Texas A&M International University (TAMIU) admissions application, Texas Common Application, includes three conduct questions as required by System Regulation 11.99.02, *Conduct Requirements for Admissions Applications and Transcripts*. The three conduct questions are as follows:

1.1.1 *Excluding juvenile adjudications, have you been convicted of a crime involving violence or sexual misconduct* (i.e., criminal homicide; murder; non-negligent manslaughter; sexual assault: rape, fondling, incest, statutory rape; robbery; aggravated assault; arson; simple assault; intimidation; destruction/damage/vandalism of property; domestic violence; dating violence; stalking)?

1.1.2 *Have you been expelled from any secondary or postsecondary institution for conduct involving violence or sexual misconduct* (i.e., criminal homicide; murder; non-negligent manslaughter; sexual assault: rape, fondling, incest, statutory rape; robbery; aggravated assault; arson; simple assault; intimidation; destruction/damage/vandalism of property; domestic violence; dating violence; stalking)?

1.1.3 *Are you currently under any investigation, including being subject to pending disciplinary action, at any postsecondary institution for conduct involving violence or sexual misconduct* (i.e., criminal homicide; murder; non-negligent manslaughter; sexual assault: rape, fondling, incest, statutory rape; robbery; aggravated assault; arson; simple assault; intimidation; destruction/damage/vandalism of property; domestic violence; dating violence; stalking)?

1.2 The BANNER system (TAMIU's student information system) will automatically flag students who answer "yes" to any of the three conduct questions and place a "decision pending" on the applicant's status.

1.3 The Vice President for Enrollment Management (VPEM) will electronically receive (via email) the *Conduct Question Student List*.

1.4 Upon receipt of the *Conduct Question Student List*, the VPEM or designee will contact the applicant to:

1.4.1 Verify the applicant's identity.
1.4.2 Confirm the applicant's responses to the three conduct questions.
1.4.3 If the applicant states that they answered a question affirmatively in error, the student will provide a written statement confirming the error. The written statement will be added to the application file and sent to the admissions office for processing.
1.4.4 If the applicant confirms their responses, a criminal background check will be required. The applicant may provide any additional information relevant to the matter.
1.4.5 If the applicant wishes to continue with the application process, the applicant must complete and sign an *Authorization to Release Information* and provide a picture ID.
1.4.6 If the criminal background check or supporting documentation confirms the applicant's application response(s), the Admissions Review Committee will review the application and related documentation.

1.5 The Admissions Review Committee will be chaired by the VPEM or designee and consist of the director of undergraduate admissions, the director of graduate admissions, the director of student conduct, the Title IX coordinator, the University Registrar, and a University Police Department representative.

1.6 The Admission Review Committee will render a decision and advise the respective admissions department of the decision.

2. TRANSCRIPT NOTATIONS AND TRANSCRIPT HOLDS

2.1 Transcripts of students with pending conduct investigations that could result in expulsion, dismissal, or suspension of one semester or greater will be held until the conduct process is complete, regardless of student's enrollment status.

2.2 Notations made pursuant to this standard administrative procedure must remain on the student's transcript until the student becomes eligible for reenrollment unless, following a written request for removal by the student, TAMIU determines that good cause exists to remove the notation.

2.3 TAMIU will place holds on student accounts in the student information system upon initiation of an investigation.

2.3.1 The Office of Compliance will place holds on student accounts for civil rights investigations.

2.3.2 Holds will be placed on student accounts for student conduct investigations and academic misconduct.

2.3.3 Upon completion of an investigation, if the student is found "not responsible," the hold will be removed.

2.4 An outcome of suspension or expulsion will result in a permanent notation on the transcript as follows:

2.4.1 CONDUCT SUSPENSION – Student placed on Conduct Suspension by [the issuing office] effective mm/dd/yyyy through mm/dd/yyyy.

2.4.2 CONDUCT EXPULSION – Students placed on Conduct Expulsion by [the issuing office] effective mm/dd/yyyy.

2.4.3 ACADEMIC MISCONDUCT SUSPENSION – Student placed on Academic Misconduct Suspension by the University Honor Council effective mm/dd/yyyy through mm/dd/yyyy.

2.4.4 ACADEMIC MISCONDUCT EXPULSION – Student placed on Academic Misconduct Expulsion by the University Honor Council effective mm/dd/yyyy.

Related Statutes, Policies, Regulations, or Rules

System Regulation 11.99.02, *Conduct Requirements for Admissions Applications and Transcripts*

Contact Office

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