

SAP 11.99.02.T0.01 Conduct Requirements for Admissions Applications and Transcripts



New/Approved: November 16, 2018
Revised: October 28, 2022
Next Scheduled Review: October 28, 2027

Procedure Summary

This standard administrative procedure (SAP) establishes Tarleton State University (Tarleton or university) standard admissions applications and transcript notation processes and procedures in accordance with and as a supplement to System Regulation 11.99.02, *Conduct Requirements for Admissions Applications and Transcripts*, to ensure the safety of all Tarleton faculty, staff and students.

Procedures and Responsibilities

1. GENERAL

- 1.1 Tarleton has adopted the standard admissions applications and transcript notation processes outlined herein. The university president delegates oversight and authority to the Division of Enrollment Management (Enrollment Management) to ensure that these processes are adhered to in accordance with System Regulation 11.99.02.

2. APPLICATIONS FOR ADMISSION

- 2.1 Applicants for admission to Tarleton will be requested and required to disclose the following during the application process:
 - a) Criminal convictions, excluding juvenile adjudications, involving acts of violence or sexual misconduct including, but not limited to the following:
 - criminal homicide (murder or non-negligent manslaughter);
 - sexual assault (rape, fondling, incest, or statutory rape);
 - robbery;
 - aggravated assault;
 - simple assault;
 - arson;

- destruction/damage/vandalism of property;
 - domestic violence;
 - dating violence; or
 - stalking
- b) Past substantiated or pending conduct charges from any postsecondary institution involving acts of violence or sexual misconduct including, but not limited to the following:
- criminal homicide (murder or non-negligent manslaughter);
 - sexual assault (rape, fondling, incest, or statutory rape);
 - robbery;
 - aggravated assault;
 - simple assault;
 - arson;
 - destruction/damage/vandalism of property;
 - domestic violence;
 - dating violence; or
 - stalking
- c) Expulsion(s) or suspension(s) from any postsecondary institution consistent with this procedure.
- 2.2 Non-disclosure of admissions application questions outlined in section 2.1 may result in disciplinary actions including, but not limited to, dismissal from the university.
- 2.3 The Offices of Undergraduate Admissions (Undergraduate Admissions) and the College of Graduate Studies (Graduate Studies) will include requests for disclosure, as outlined in section 2.1, on the ApplyTexas application and any other university admissions applications.
- 2.4 Applicants who report one or more of the required disclosures outlined in section 2.1 will receive an attribute and application checklist item on their student record during the processing of the application.
- 2.5 Application processors will make immediate notification of applicants with disclosures outlined in section 2.1 to the director of undergraduate admissions or manager of graduate studies. Designated applicants identified for review will be required to complete an additional disclosure form to explain the nature of disclosure(s) to be further considered for admission to the university.
- 2.6 Upon completion and submission of the additional disclosure form, designated applicants will be referred to a committee appointed by the president.

- 2.6.1 The committee will review any and all available facts and information related to the disclosures to determine each designated applicant's eligibility to continue the process for admission to the university.
- 2.6.2 The committee has the option to approve and outline conditional eligibility for admission and will recommend conditions and terms of eligibility. The conditions of eligibility will be outlined in a *Special Admission Agreement* that must be agreed to and signed by the designated applicant before admission is granted.
- 2.6.3 Within two weeks of receipt of the referral, the committee will review and grant a decision.
- 2.6.4 The committee chair will inform the vice president of student affairs, vice president of enrollment management and either Undergraduate Admissions or Graduates Student, depending on the classification of the applicant, of its decision.
- 2.6.5 The committee will consist of members from the following areas:
- Undergraduate Admissions (ex officio);
 - College of Graduate Studies (ex officio);
 - University Police;
 - Academic Affairs administrator;
 - Dean of Students;
 - Counseling;
 - Faculty representative;
 - Staff representative; and
 - Title IX (chair)
- The committee may request that the president appoint additional members as needed.
- 2.7 Applicants will be notified of the final decision of the committee by either Undergraduate Admissions or Graduate Studies.
- 2.8 Designated applicants approved by the committee for conditional eligibility for admission will receive an additional attribute on their application and student record noting their conditional eligibility for admission. Contingent upon meeting all remaining admissions requirements, the designated student will be required to agree to and sign a *Special Admission Agreement*, per section 2.6.2. Admission will not be granted until either Undergraduate Admissions or Graduate Students has received the signed agreement. Failure to adhere to the conditions and terms outlined in the *Special Admission Agreement* may result in disciplinary actions including, but not limited to, dismissal from the university.

3 TRANSCRIPT NOTATIONS AND CONDUCT HOLDS

- 3.1 The dean of students (dean) or designee will identify and expeditiously notify the Office of the Registrar (Registrar) of students who are suspended, dismissed or expelled from the university and students with pending conduct investigations that could result in suspension, dismissal or expulsion.
- 3.2 Registrar, with assistance from the dean or designee, will evaluate conduct charges that will result in notation to a student's transcript and potential placement of transcript holds due to pending conduct investigations that could result in suspension, dismissal or expulsion.
- 3.3 Transcript notations will be applied by the Registrar and must include:
 - a) The nature of the separation (e.g., suspension, dismissal or ineligibility to reenroll, i.e., expulsion);
 - b) The type of infraction (e.g., academic or conduct);
 - c) Dean of Students Administrative Office (as responsible department for issuing the student separation from the university); and
 - d) The effective dates of separation from the university, if applicable.
- 3.4 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.
- 3.5 Notations for expulsion, dismissal, and suspension of one semester or greater will remain on student transcripts and may only be removed upon request by the student, if:
 - a) the student is eligible to reenroll in Tarleton (i.e., suspensions and dismissals only); or
 - b) the dean or designee determines and notifies the Registrar that good cause exists to remove the notation.

Related Statutes, Policies, or Requirements

[System Regulation 11.99.02, Conduct Requirements for Admissions Applications and Transcripts](#)

Definitions

Attribute - a code that is used to identify a certain population of applicants and is used for tracking and reporting.

Application checklist item – items required for the application that are necessary to complete the application for an admission decision.

Contact Office

Undergraduate Admissions
254.968.9125

College of Graduate Studies
254.968.9104

Registrar
254.968.9121

Dean of Students Administrative Office
254.968.9080