Dear Applicant:

The State University of New York policy requires applicants for admission as undergraduates, to report whether you have been dismissed from an institution of higher education for disciplinary reasons. Applications from such candidates must be reviewed by a campus committee.

The Request for Admissions Review Committee form must be completed and submitted to the Office of Admissions. Be sure to attach documentation that supports your case. Your application for admission is on hold until this form is submitted and the committee has met to review your dismissal case. You must submit the form and documentation at least 30 days prior to the start of the semester. Late submissions will not be considered.

After you have completed this form and attached appropriate documentation, the Admissions Review Committee will convene to review all materials pertaining to your admission. The Committee will have access to and will consider all available information provided, including but not limited to, your past academic record(s). All pertinent information will be reviewed.

The Admissions Review Committee will submit its recommendation for review to the Vice President of Academic Student Services or his/her designee. If the VP or his/her designee concurs with the recommendation, you will be notified of the decision.

If you have been dismissed due to disciplinary actions and you meet the NCC admission qualifications, you may be accepted with certain conditions.

If the review process finds that your admission to NCC would involve unreasonable risk to property, or the safety or welfare of specific individuals or the general public, as outlined in Article 23A, Section 753 of the New York State Corrections Law, you will be informed that admission has been denied.

Sincerely,

Dave Follick

Dave Follick
Dean of Admissions
Nassau Community College
Request for the Admissions Review Committee

Print legibly all information requested or enter N/A (not applicable).

DEADLINE: Please note that in order for the Admissions Review Committee to have sufficient time to review your request and allow time to request additional documentation as needed, you must provide all information no later than 30 days BEFORE the semester begins. Please attach any documentation relating to your case. The committee meets at least monthly. The Admissions Review Committee recommends a decision. Final decisions are made by the Vice President. Questions 1-4 must be completed.

Applicant’s Name ____________________________________________

NCC-ID Number ________________________________ or SSN _________ - ____ - _____

Telephone Number (where you can be reached) (__________) _____________

1. Explain IN DETAIL the circumstances of your dismissal charge (attach additional sheets if necessary). Do not downplay the circumstances. The committee wants to know exactly what occurred; minimizing the events or your part in the situation is not advisable.

2. What was the date(s) and location(s) of the above offense(s) or charges:

3. Answer the following:
   a. For disciplinary dismissals:
      i. What was your age at the time of the most recent offense(s)?:
      ii. Attach a character or reference letter (forms without an attached letter will not be considered).

4. Attach a summary of your judgment for the disciplinary actions from your previous institution, including any special provisions (you MUST attach this documentation or your case will not be reviewed by the committee).

My signature below attests under penalty of perjury that all information provided is true to the best of my knowledge.

Signature _____________________________ Date ________________

Revised August 2017