



CRIMINAL RECORD POLICY & INSTRUCTIONS FOR EKU ONLINE STUDENTS

1. Any conviction or diversion for violence against a child or any sexual misconduct **at any time** will result in disenrollment. **The disenrollment may not be appealed.**
2. Any conviction or diversion for interpersonal violence (assault, stalking, harassment, etc.) within the last **five (5) years** will result in disenrollment. **The disenrollment may not be appealed.**
3. Conviction or diversion for substance abuse (including driving under the influence) within the last **four (4) years** will result in disenrollment.
4. Conviction for not using a child automobile restraint within the last **three (3) years** will result in disenrollment.
5. Conviction for crimes against property (criminal trespass, forgery, destruction of property, theft, etc.) within the last **five (5) years** will result in disenrollment.

Excepting students with conviction or diversion for violence against a child, sexual misconduct, or interpersonal violence, disenrollment may be appealed.

Students eligible for appeal will not be disenrolled until the appeal process has been completed. During this period, they may attend class, but will not be permitted to interact with children or families.

The period during which students' convictions or diversions will result in their disenrollment will begin with the date on which their cases are adjudicated. If the period expires prior to the end of the semester, the student will remain in the class.

APPEAL PROCESS

- Student must indicate intention to appeal within three (3) business days of disenrollment notification sent by EKU email.

- Online students must send their intent to appeal message to one of the following email addresses: lakin.wooldridge@eku.edu or ashley.williams@eku.edu. On-campus students should visit www.fcs.eku.edu for details.

- Student will receive a response to the appeal request within (3) business days.

- Appeal Committee will consist of the Department Chair, Director of e-Campus Marketing & Enrollment Management, and Assistant Online Coordinators. A Department faculty member may be substituted if a committee member is unavailable.

- Student will be notified of the Appeal Committee decision by EKU email within one (1) business day after the appeal meeting.