



21.015: Prior Criminal Record Policy

Responsible Executive: Vice President for Student Affairs

Responsible Office: Admissions Office

Related Policy:

Approved-On Date: May 5, 2004

Effective Date: May 5, 2004

Revision Date:

Policy Statement

Applicants for admission will be required to disclose whether they have ever been convicted of a criminal offense. Prospective students who acknowledge prior criminal convictions must explain their criminal record and will not be admitted to the University until their application, explanation, and prior criminal records have been reviewed and approved by a special admissions committee.

Purpose

To ensure that students, faculty, and staff are not exposed to an unreasonable risk of physical harm presented by the admission of persons as students who have a history of violent behavior, the University requires applicants for admission to disclose their past criminal history which will be a factor to be considered prior to a final admissions decision.

Procedures

All applicants convicted of ANY criminal offense will be required to attach a written explanation to the admission application prior to processing. The affected student may be asked to consent to a criminal records check prior to the continued processing of their application. A special admissions committee will review the applicant's application, explanation of past criminal convictions and criminal record and make a final decision on the applicant's admission.