APS 8004 - Admission Procedures for Assessing Student Applicant Criminal History

PDF Version

Policy Profile

Policy Title:	Admission Procedures for Assessing Student Applicant Criminal History
APS Number:	8004
Effective:	April 9, 2015
Approved by:	President Bruce D. Benson
Responsible University Officer:	Vice President for Academic Affairs
Responsible Office:	Office of the Vice President for Academic Affairs
Policy Contact:	Office of the Vice President for Academic Affairs
Supersedes:	Admission Procedures for Students with Criminal Convictions, November 1, 2008
Last Reviewed/Updated:	April 9, 2015
Applies to:	All campuses

Policy Snapshot

Brief Description: This policy governs the collection and consideration of *criminal history* information in applications for admission.

Reason for the Policy: Assists in maintaining a safe environment for all students, faculty and staff.

I. Introduction

The purpose of this policy is to establish minimum standards for campus policies related to the consideration of applicant *criminal history* in admissions decisions.

II. Policy Statement

The University is committed to ensuring a safe educational and research environment. The procedures outlined in this policy apply to admissions decisions on all campuses. Each campus shall adopt written admissions procedures, or shall ensure that its schools and colleges adopt admissions procedures, that comply with the minimum procedures specified in Section III of this APS.

III. Related Policies, Procedures, Forms, Guidelines and Other Resources

A. Procedures
   1. *Criminal history* information shall be collected on applications for admissions. A campus or school or college policy may also authorize the campus or school or college to collect information about pending criminal charges, so long as the policy explains how such information may be evaluated and provides the applicant an opportunity to supplement the application, for example, if the charges are dropped or if the applicant is acquitted.
   2. If an applicant indicates that he/she has been convicted of a crime, or is subject to pending criminal charges if those are covered by campus policy, the application will be reviewed on an individual basis. The applicant shall be permitted to provide an explanatory statement regarding the criminal *conviction* or charge.
   3. The campus or school/college admissions procedures shall clearly specify how *criminal history* is evaluated, including:
      - designating an administrator or committee responsible for reviewing the *criminal history* information; and
      - describing when in the application process that review will occur.
   4. The campus or school/college admissions procedures shall specify which factors may be considered in determining how *criminal history* affects an admissions decision. At a minimum, such procedures should require consideration of the following factors:?
      - Number of criminal *convictions*;
      - Nature and severity of the offense(s);
      - Length of time since arrest and *conviction*;
      - Whether the crime involved violence against persons or property;
      - Terms or conditions of any plea, penalty, punishment, sentence, probation, or parole, and the applicant?s compliance with those terms;
      - Any mitigating information provided by the applicant, and any information provided by the applicant about his/her activities since the *conviction*; and
      - The applicant?s ability to comply with any program requirements for clinical rotations, externships, or similar external placements, if this can be determined in advance.
   5. Admission may be conditioned on reasonable requirements as to conduct or

performance.?

6. The applicant will be notified in writing of the admission decision.

B. Each campus shall submit its campus or school/college admissions procedures to the Office of Policy and Efficiency not later than six months after the effective date of this APS. The Office of Policy and Efficiency, with advice from the Office of University Counsel, shall review each such policy to ensure that it complies with the requirements of this APS. Thereafter, campus policies shall be reviewed for compliance with the APS in conjunction with periodic review of this APS.

IV. Definitions

A. *Criminal history* includes in-state, out-of-state and international criminal history reflecting misdemeanor or felony *convictions*. Criminal history does not include:
   1. A minor traffic offense;
   2. An arrest; or
   3. A record that has been sealed by court order.

B. ?? A ?*conviction*? is defined as a guilty verdict, a guilty plea, or a Nolo Contendere (?No Contest?) plea.

V. History

- New: Admission Procedures for Students with Felony Records, May 15, 1984
- Revised: Admission Procedures for Students with Criminal Convictions, November 1, 2008
- Revised: Admission Procedures for Assessing Student Applicant Criminal History, April 9, 2015

Attachments:
Video:
Images:
Groups audience:
Office of Policy and Efficiency (OPE)

Source URL: http://www.cu.edu/ope/efficiency-and-effectiveness/presidents-task-force-efficiency/aps-8004-admission-procedures