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Policy Profile

Policy Title:	Admission Procedures for Students with Criminal Convictions
APS Number:	8004
Effective:	November 1, 2008
Approved by:	President Bruce D. Benson
Responsible University Officer:	Office of University Counsel
Responsible Office:	Office of University Counsel
Policy Contact:	Office of University Counsel
Supersedes:	Supersedes: Admission Procedures for Students with Felony Records, 5.15.84
Last Reviewed/Updated:	November 1, 2008
Applies to:	All campuses

Policy Snapshot

Brief Description: This policy outlines the procedures to be followed when an applicant indicates he/she has a criminal conviction.

I. Introduction

The purpose of this policy is to provide procedures for the admission of students with criminal convictions.

II. Policy Statement

The University is committed to equal opportunity in its admission procedures and educational programs. In considering the admission of applicant's with criminal convictions, the University must weigh potential risks to the health and safety to its employees, students, visitors, and property, against the applicant's relevant merits and abilities. The procedures outlined in this policy apply to all the Admission Offices on all campuses.

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

A. Procedures

1. Information pertaining to a previous criminal conviction(s) is required on the application for admission form.
2. If the applicant indicates that he/she has been convicted of a crime, the application will be reviewed on an individual basis and an explanatory statement regarding the criminal conviction will be requested of the applicant.
3. Once the applicant has provided the explanatory statement, the Admissions Office will review the entire applicant's admission folder to determine if the applicant is academically admissible.
4. If the applicant is not academically admissible, the applicant will be notified of the rejection on academic grounds.
5. If the applicant is academically admissible, the following factors, and the applicant's explanatory statement, will be considered to determine whether the applicant may be admitted:
 - Number of criminal convictions;
 - Date(s) of arrest and conviction;
 - Whether the crime involved violence against persons or property;
 - Terms or conditions of any plea, penalty, punishment, sentence, probation, or parole;
 - Information as to the applicant's activities since the date of the arrest/conviction.

Note: No action will be taken by the University with regard to admission when admission is a contingency of parole.

6. Convictions involving violence, sexual conduct/actions, or use or possession of an unlawful weapon or firearm are subject to the highest level of scrutiny by the Admissions Office.
7. The Admissions Office may seek the guidance, assistance, and recommendations of an appropriate official of the academic unit to which the applicant is applying and an official from the campus office of student conduct/affairs.
8. If reasonably possible, the Admissions Office will conduct a personal interview with the applicant before a final admission decision is rendered.
9. Subject to Article 7.A. of the Laws of Regents, the Admissions Office must consider whether the admission of the applicant would represent a present or potential danger to students, faculty, staff, visitors, or property at the University.

10. Admission may be conditioned on reasonable requirements as to conduct or performance.
11. The applicant will be notified in writing of the admission decision.
12. If the applicant is denied admission because of a previous criminal conviction, the applicant may request the Admissions Office to reconsider the application after the applicant has had the opportunity to submit new and/or additional information in support of the application. The determination made by the Admissions Office after this reconsideration will be deemed final.
13. All information relevant to an applicant's criminal record is confidential and should be released only to those individuals with a need to know or as required by law.

IV. Contacts

The Office of University Counsel will respond to questions and provide guidance regarding interpretation of this policy.

V. History

Supersedes: Admission Procedures for Students with Felony Records, 5.15.84

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