

# North Dakota State University

## Policy Manual

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### SECTION 607

### ADMISSION & RE-ENROLLMENT SAFETY RISKS; BACKGROUND CHECKS

SOURCE: NDSU President

#### 1. General

- 1.1 North Dakota State University is committed to providing an atmosphere that encourages learning, the exchange of ideas and interacting with one another in a safe environment.
- 1.2 The University reserves the right to deny or to place conditions on admission or re-enrollment of applicants and former students if the University determines such person represents a safety risk to persons or property at NDSU.
- 1.3 Undergraduate applicants have the right to appeal decisions under this policy to the Vice Provost for Academic Affairs within seven calendar days of the date the notice was received. Graduate applicants may appeal to the Dean of the Graduate School within the same time frame.
- 1.4 The following language will appear in admissions material and University Bulletins:

NDSU reserves the right to refuse admission or re-enrollment or to place conditions on admission or re-enrollment of applicants and former students who NDSU determines represent a safety risk to NDSU students, employees or property. Undergraduate applicants have the right to appeal any decision to the Vice Provost for Academic Affairs within seven calendar days of the date the notice was received. Graduate applicants may appeal any decision to the Dean of the Graduate School within the same time frame.

#### 2. Background Checks

##### 2.1 Purpose

- 2.1.1 The purpose of this policy is to implement NDUS Policy 511 and NDUS Procedure 511 pertaining to criminal background checks on students.
- 2.1.2 Employee background checks are covered pursuant to NDUS Policy 602.3, NDUS Procedure 602.3 and NDSU Policy 112. Students who are employees can also be covered under those policies in their employee status.

##### 2.2 Admission to the University

###### 2.2.1 Undergraduate Students

- 2.2.1.1 Pursuant to section 1.2 of this policy, NDSU has a Safety and Security Committee which reviews domestic undergraduate and graduate applications which indicate a criminal background pursuant to the [NDUS Procedure 511](#).

2.2.1.2 International applicants must still answer the standard criminal background questions on the admission form. International students transferring from within the United States must follow the admission process as stated in 2.2.1.1 International students applying from outside the United States use the U.S. State Department Nonimmigrant Visa Application and are checked through that process. NDSU considers that background check process to be sufficient.

## 2.2.2 Graduate Students

2.2.2.1 The Graduate School will process admission applications like the NDSU Office of Admission and the Office of Registration and Records by sending positive responses through the Safety and Security Committee as described in section 2.2.1.1.

2.2.2.2 International applicants must still answer the standard criminal background check questions on the admission form. International students transferring from within the United States must follow the admission process as stated in 2.2.1.1. International students applying from outside the United States use the U.S. Department Nonimmigrant Visa Application and are checked through that process. NDSU considers that background check process to be sufficient.

2.2.3 Students admitted to distance and continuing education courses are required to answer the standard background admission questions so long as they are considered to be NDSU "admitted" students. [Note: There may be some unique multi-state programs (e.g., consortiums) where these requirements will not apply because the student is enrolled in another university.]

## 2.3 Admission to Specific Programs

2.3.1 FBI checks are required in those programs identified in NDUS Procedure 511(1). These checks will be handled through the appropriate College and Program (e.g., Education and Pharmacy). North Dakota BCI checks (or FBI checks) will be handled similarly through the appropriate college and program (see NDUS Procedure 511(2)). Employees coordinating these checks must be properly trained. Checks in some programs may be required twice (e.g., once upon admission to the program and again when students go out for internships or student teaching).

2.3.2 Background checks for student teachers are processed through the N.D. Education Standards and Practices Board. This Board receives the background checks directly through BCI, and a letter specifying the outcome of the background check is provided to the Teacher Education Program.

## 2.4 Private Vendors

2.4.1 Use of private vendors for background checks is acceptable. Programs wishing to contract with a private vendor must consult with the Safety and Security Committee and receive approval through the appropriate University channels.

## 2.5 Recordkeeping, Sharing Information & Other

- 2.5.1 The results of student background checks are considered educational records under FERPA and will be handled via the University recordkeeping policies. Information will only be shared pursuant to those rules and on a need-to-know basis.
- 2.5.2 FBI check results must be secured and kept separate from other background check information. These results must be shredded pursuant to University retention policies. The FBI audits how these records are handled.

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HISTORY:

New	October 2001
Amended	July 2, 2009
Housekeeping	March 04, 2011
Housekeeping	July 1, 2015