Policy *607* Version 1 *043015*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | Policy Number and Name: 607 ADMISSION & RE-ENROLLMENT SAFETY RISKS; BACKGROUND CHECKS |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 |
| * Is this a federal or state mandate? [ ]  Yes [ ] X No
* Describe change: Change in appeal destination due to institutional reorganization. Dean of Enrollment of Enrollment Management and undergraduate admissions formerly reported to Vice President for Student Affairs. Now the reporting lines are to Provost and she has designated Vice Provost for Academic Affairs to hear these appeals.
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
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| * Office/Department/Name and the date submitted: Laura Oster-Aaland, Dean of Enrollment Management
* Email address of the person who should be contacted with revisions: Laura.Oster-Aaland@ndsu.edu
 |
| ***This portion will be completed by Mary Asheim.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
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| **Senate Coordinating Committee:** | 5/1/2015 |
| **Faculty Senate:** | 5/1/2015 |
| **Staff Senate:** | 5/1/2015 |
| **Student Government:** | 5/1/2015 |
| **President’s Cabinet:** | 5/1/2015  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**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.

1. 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](http://www.ndus.edu/makers/procedures/ndus/default.asp?PID=331&SID=57).

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