

## ***Student Policy – Criminal History Background Checks***

### **Purpose:**

Bismarck State College is committed to providing an atmosphere that encourages learning, the exchange of ideas and interacting with one another in a safe environment.

Pursuant to SBHE Policy 511, each institution shall adopt policies or procedures implementing student criminal history background check requirements or guidelines.

### **Policy:**

1. The College reserves the right to deny or to place conditions on admission or re-enrollment of applicants and former students of the College determines such person represents a safety risk to persons or property at BSC.
2. The following language will appear in admissions material:

“BSC reserves the right to refuse admissions or re-enrollment or to place conditions on admissions or re-enrollment of applicants and former students who BSC determines represent a safety risk to BSC students, employees or property. Undergraduate applicants have the right to appeal any decision to the Vice President for Student Affairs within seven calendar days of the date the notice was received.”
3. Pursuant to NDUS Procedure 511 (section 4), all students making application to BSC must answer a set of questions regarding their criminal history background. An affirmative response to any of these questions will not automatically prevent admission, but the student will be asked to provide additional information. The information will be reviewed by a campus officer or committee charged with that responsibility.
  - BSC’s Safety and Security Committee reviews domestic undergraduate applications which indicate a criminal history background.
  - Students who indicate a criminal history background must provide a criminal background report submitted from that state’s bureau of criminal investigation in which the offense occurred.
  - Based on the information provided by the applicant, the committee will determine one of the following actions:
    - Admission with no conditions
    - Admission with conditions (No housing, pre-payment, etc.)
    - Admission denied
4. Undergraduate applicants have the right to appeal decisions under this policy to the Vice

President for Student Affairs within seven calendar days of the date the notice was received.

5. Students taking credit classes, regardless of delivery method (i.e. traditional classroom, online, IVN, etc.), are required to answer the standard background questions.
6. Admission to Specific Program - Nationwide FBI criminal history background checks are required in those programs identified in NDUS Procedure 511.

**Reference:**

SBHE Policy 511 Student Criminal History Background Checks

NDUS Procedures 511 Student Criminal History Record Checks

**History of This Policy:**

First policy draft reviewed by the Operations Council on June 13, 2012 and approved by the Executive Council on June 19, 2012.

Revisions – March 3, 2015, September 15, 2016; October 11, 2017.