



Prior Criminal Record Policy

Policy Title: Prior Criminal Record Policy

Policy Type: Administrative

Policy Number: 21-04 (2014)

Approval Date: 01/12/2015

Responsible Office: Office of Admissions

Responsible Executive: Vice President for Student Affairs and Enrollment Management

Applies to: All applicants (undergraduate, graduate, readmit, non-degree, second degree)

POLICY STATEMENT

Applicants for admission will be required to disclose whether they have ever been convicted of a criminal offense. Prospective students who acknowledge prior criminal convictions must explain their criminal record and will not be admitted to the University until their application, explanation, interview, and prior criminal records have been reviewed and approved by a special admissions committee.

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DEFINITIONS

Criminal Offense: Any violation of law that may be classified as a felony, misdemeanor or infraction.

Written Statement: A written account of the incident(s) leading up to charge(s) received and the outcome of any related proceedings (hearing, judicial affairs review, plea bargain, etc.).

CONTACT(S)

The Office of Admissions officially interprets this policy. The Office of Admissions is responsible for obtaining approval for any revisions as required by [BOV Policy # 01 \(2014\) *Creating and Maintaining Policies*](#) through the appropriate governance structures. Questions regarding this policy should be directed to The Office of Admissions.

STAKEHOLDER(S)

Faculty, staff, currently enrolled students, minors, Office of Student Affairs and Enrollment Management, University Police, Graduate Admissions, Registrar's, and Virginia Beach Higher Education Center.

PRIOR CRIMINAL RECORD POLICY

All applicants convicted of ANY criminal offense will be required to attach a written explanation to the admission application prior to processing. The affected student may be requested to participate in an interview and may be asked to provide a criminal records check prior to the continued processing of their application. A special admissions committee will review the applicant's application with written statement, explanation of past criminal convictions and criminal record and make a final decision on the applicant's admission.

PUBLICATION

The policy will be published and disseminated to the University community-at-large. The Vice President for Student Affairs and Enrollment Management will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community-at-large within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 13 days of approval;
- Communicate with the Vice President for Academic Affairs to post the policy on the Academic Affairs Website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

REVIEW SCHEDULE

- **Next Scheduled Review:** February 26, 2022
- **Approved by, date:** President, July 1, 2017
- **Revision History:** March 27, 2012; February 26, 2019
- **Supersedes:** Administrative Policy 31-201

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

Admissions Application <https://www.nsu.edu/behold>