

Policies and Procedures for Criminal Disclosure

The University of Illinois at Springfield is committed to maintaining a safe environment for all members of the University community. As part of this commitment, the University requires applicants who have pending criminal charges or have been convicted of a felony to disclose this information as a mandatory step in the application process. In addition, if you have ever been expelled or dismissed from an educational institution for disciplinary reasons, an accurate and complete explanation of the circumstances and your current status is required as part of the admission process. A previous conviction, pending criminal charges, or other expulsion or dismissal does not automatically bar admission to the University, but does require review and evaluation.

All applicants must answer both of the following questions;

1. Do you have criminal charges pending against you or have you been convicted of a felony crime? Yes No

2. Have you been expelled or dismissed from an educational institution for disciplinary reasons? Yes No

If you answered “yes” to either of these questions, you must submit the following information; a brief accurate explanation, location of conviction (city, state, and country), pending criminal charge(s), suspension(s), or expulsion, date, and copy of court disposition, in English. The statement must also include a grant of irrevocable authorization to the University for complete access to criminal records, if any. Applicants are responsible for verifying receipt by the University.

Complete information must be sent at the time of application for admission to:

Review Committee
c/o Associate Dean of Students
University of Illinois Springfield
One University Plaza, MS SAB 23
Springfield, IL 62703-5407

Once all the documents have been received, the Associate Dean of Students will schedule the Review Committee to meet within (10) working days. The Review Committee is an ad-hoc committee for the Office of Admissions and their role is advisory in nature. The Committee will be comprised of:

Associate Dean of Students
Associate Dean of Student Services
Associate Chancellor for Undergraduate Education
Associate Chancellor for Graduate Education

Director of Housing
Campus Police Office

Ex-Officio (non- voting) members will include

Campus Legal Counsel (Ex-Officio)
Director of Admissions (Ex-Officio)

A minimum of 3 voting members must participate for the committee to render a decision. The committee will seek consensus in making its recommendation, but in the event that consensus cannot be reached, a majority vote may be taken to reach a decision.

Once the Review Committee has reached a decision, the committee will forward their recommendation to the Director of Admissions. Recommendations include, but are not limited to;

- Consider for admissions (if student meets admissions requirements)
- Consider for admission with restrictions (example, no campus housing, if student meets admissions requirements)
- Do Not consider for admissions

The Director of Admissions will take the recommendations of the Review Committee into consideration, but will render the final decision. The Director may consult with any and all parties he/she deems necessary in order to make a decision. Applicants will be normally be notified by mail of the decision within 5 working days.

If the applicant fails to disclose information, or provides false information, admission may be denied solely on that basis. If admission has already been granted at the time the undisclosed or falsified information is discovered, admission may be rescinded and registration for classes may be cancelled with or without refund at the discretion of the Director of Admissions.

Appeal

Students may appeal the decision of the Director of Admissions by submitting a formal written letter, explaining why they believe a different decision should be rendered. Appeals should be mailed to:

Director of Admissions

University of Illinois at Springfield

One University Plaza

Springfield, IL. 62703

Appeals must be normally sent within 10 business days of receipt of the decision by the student. Upon receipt of the appeal, the Director of Admissions will forward the appeal documents along with the original recommendations and supporting documentation to the Vice Chancellor for Student Affairs. The Vice Chancellor will review all available information on the appeal and notify the applicant of the final decision within 10 business days. The Vice Chancellor may consult with any and all parties he/she deems necessary in order to make a decision. The decision of the Vice Chancellor is final and binding on all parties.

It is the applicant's responsibility to submit complete materials on a timely basis to allow the Criminal Disclosure review process to be completed prior to the first day of classes for the term for which they are applying. Failure to submit materials in sufficient time is an appropriate basis for denial of admission for that term or deferral to a later term. Note that the full process, including appeal may take up to 35 business days (7 weeks) to complete.