

Criminal Disclosure Practice and Policy

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Admissions Application – Previous Record (Criminal Disclosure) Policy

I. Introduction and History

In 2010, UIS began to collect information regarding past disciplinary or criminal history as part of its application for admission. The collected information required review by a campus committee ahead of admission. In 2019, the University of Illinois System created a [policy](#) for “Consideration of Criminal History in Undergraduate Admissions.” This policy removed those questions from the application for admission to remove any disadvantage (perceived or real) to the applicant.

II. Questions

- A. The University of Illinois 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 crime 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.
- B. *Disciplinary History*: “Have you been expelled or dismissed from an educational institution for disciplinary reasons?”
- C. *Criminal History (Asked on First Year, Transfer, Readmission, Second Bach. applications)*: “Do you have criminal charges pending against you or have you been convicted of a felony crime?”

III. Review Committee Composition:

The UIS Review Committee will review cases when a previous criminal conviction or conduct record has been reported by an applicant. The committee membership includes: Dean of Students, Assistant Dean of Students, Associate Vice Chancellor for Graduate Education, Associate Vice Chancellor for Research and Innovation, Director of Residence Life, Chief of Police, and Assistant Director for Access and Equity. The Dean of Students serves as the chair and/or coordinator of the committee.

IV. Review Process:

Responses to the questions are reviewed outside of the application review process and do not impact the decision to admit an applicant. If the applicant is deemed admissible, offered admission and then decides to attend UIS, they complete the ITE. If either of the questions are answered in the

affirmative, the information is shared with the Dean of Students office. Their office contacts the admit to submit information related to the incident(s).

Responses are presented to the committee. Requested information includes: a brief accurate explanation, location of offence/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. Information provided is limited to the response to the question and any additional correspondence regarding the response only (in the case of a brief or vague answer, the student may be contacted to elaborate or clarify).

If the committee decides to allow the intent to enroll, it is noted and entered via the typical process (unless there are conditions to be satisfied, in which case they would be contacted by the Chair/Coordinator). The committee has the option of allowing admission with conditions. These conditions may involve, but are not limited to, an applicant's eligibility for on-campus housing or requiring the applicant to meet with a member of the Dean of Students staff or other University administrators on a regular basis.

If the committee determines that the nature of the applicant's previous record warrants a denial of admission, the Office of Admissions will provide notification to the applicant of the decision. The notification will include a description of the appeal process and procedures to file an appeal.

V. Appeal Process:

A prospective student can appeal the decision of the Review Committee. The appeal request should be in writing and submitted to the Appeal Review Committee (ARC) within 5 (five) business days after receiving notification of the admission rescinded decision from the Office of Admissions. The details related to where the appeal will be included in the notification from Admissions. The ARC will be comprised of the Vice Chancellor for Enrollment & Retention Management (or their designee), the Vice Chancellor for Student Affairs (or their designee), and the Associate Chancellor (or their designee). No member of the ARC will have served as an original member of the Review Committee. The ARC will review the appeal request from the student and the review committee process to ensure that appropriate procedures were followed. The ARC will notify the student, in writing, of the final outcome.