

Criminal, Disciplinary and Academic Disclosure Procedures

Introduction

The University of Illinois System created a policy for “Consideration of Criminal History in Undergraduate Admissions.” This Procedure outlines how UIS implements this Policy for all admissions processes including criminal, disciplinary, and academic disclosures for all applicants.

Section 1: Questions

The University of Illinois Springfield is committed to maintaining a safe environment for all members of the University community. As part of this commitment, and after a contingent offer of admission has been made, the University requires applicants to disclose accurate and complete information, including an explanation of the circumstances, related documents, and the current status related to the following two questions:

A. Disciplinary or Academic Dismissal History: “Have you been expelled or dismissed from an educational institution for disciplinary or academic reasons?”

B. Criminal History: “Have you been convicted of or pled guilty to a criminal offense? Do you have any criminal offenses pending?”

A previous conviction, pending criminal charges, or any disciplinary or academic disclosure does not automatically bar admission to the University, but does require review and evaluation.

Section 2: Disclosure Review Committee Composition

The UIS Disclosure Review Committee will review cases when a previous criminal conviction or educational conduct/academic record has been reported by an applicant. The Dean of Students serves as the chair and/or coordinator of the committee. The committee membership is typically comprised of administrators from Academic Affairs, Student Affairs, Access and Equity, UIS Police, and any other offices as needed.

Section 3: Disclosure Review Committee Review Process

If the applicant is deemed admissible, offered admission and then decides to attend UIS, they complete the Intent to Enroll (ITE). Responses to the questions are reviewed outside of the application review process and do not impact the decision to admit an applicant. If either of the questions are answered in the affirmative, the information is shared with the Dean of Students office, which contacts the admitted applicant to submit information

related to the incident(s) and/or request a FERPA waiver to gather further documentation. Failure to provide information or disclose pertinent information, giving false information, or providing falsified documents may result in rescission of the offer of admission and/or disciplinary action.

All information submitted is shared with the Disclosure Review Committee in writing. Requested information includes: a brief accurate explanation, location of offense/conviction (city, state, and country), pending criminal charge(s), suspension(s), or expulsion, date, and copy of court disposition, any academic reason for suspension, dismissal, or expulsion, copy of letter in English, and a signed release to seek additional information necessary to evaluate the information provided by the applicant. The Disclosure Review Committee may request additional information from the applicant including but not limited to instances when the applicant provides an incomplete, or vague response. If the applicant does not provide the additionally requested information, the Disclosure Review Committee will evaluate and make a determination with the information available and provided by the applicant.

If the Disclosure Review Committee permits the applicant's enrollment, it is noted and entered via the typical process. The Disclosure Review 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, restricting the applicant to online courses, 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 the nature of the applicant's previous record warrants a revocation of admission, the Disclosure Review Committee chair will provide this rationale to the Office of Admission who will formally notify the applicant of the decision. The notification will include a description of the appeal process.

Section 4: Appeal Process

A prospective student can appeal the decision of the Disclosure Review Committee. The appeal request must be in writing and submitted to the Disclosure Appeal Committee within 10 (ten) business days after the date on the notification of the admission rescinded decision.

The Disclosure Appeal Committee will typically be comprised of the Vice Chancellor for Enrollment & Retention Management (or their designee), the Vice Chancellor for Student Affairs (or their designee), and the Chancellor's Chief of Staff (or their designee) and any other necessary members. No member of the Disclosure Appeal Committee will have served as an original member of the Disclosure Review Committee. The Disclosure Appeal

Committee will review the written appeal request and information from the student and the review committee process to ensure that appropriate procedures were followed. The Disclosure Appeals Committee will notify the student, in writing, of the final outcome. The decision of the Disclosure Appeals Committee shall be final.