

Student Criminal History Background Checks

In accordance with NDUS Policy and Procedures 511, Mayville State University requires the following of all students who apply for admission to the university or who apply for admission to specific programs:

1. All applicants for admission, are required to respond to the following questions as part of their formal application to the university:
 - a. Have you ever pled guilty (or no contest) to or been convicted of any felony?
 - b. Within the past 10 years have you pled guilty (or no contest) to or otherwise been convicted of a misdemeanor crime involving violence or the threat of violence in any court? A crime of violence means an offense in which physical force was used, attempted or threatened against the person or property of another or by the nature of the offense it involves substantial risk that physical force may be used against a person or property of another. Examples of crimes of violence include, but are not limited to, abuse, arson, assault (including sexual assault or domestic violence), battery, breaking and entering, burglary, criminal mischief or vandalism, harassment, homicide, menacing, reckless endangerment, stalking, terrorizing and unlawful restraint or imprisonment.
 - c. Are you currently required to register as a sex offender in any state?
 - d. Have you been dismissed or suspended from a college or university for disciplinary reasons within the last five years? Being dismissed for disciplinary reasons means a permanent separation from an institution due to conduct or behavior. Being suspended for disciplinary reasons means a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed period but not permanently.

An applicant for admission who responses affirmatively to any of these questions will be asked to provide additional information to the institution. An affirmative response does not automatically prevent admission. The information provided will be reviewed by the Director of Admissions, the Director of Student Life, and the Vice President for Student Affairs to determine if the applicant should be admitted, or if stipulations should be placed upon the student as part of their admissions, or if the applicant should be denied admission. This information review will be conducted keeping in mind the need to help ensure the safety and security of the campus community and the applicant's interest in pursuing their educational goals. An applicant who is denied admission based on this process may appeal that decision to the University President. Falsification or omission of information as part of the application process may result in a denial of admission, rescission of admission, dismissal or other appropriate action.

2. Criminal history background checks are required for students who have applied for admission to, or are in enrolled in the following programs. This criminal history background check shall be either a nationwide FBI or North Dakota BCI Criminal History check as indicated for each program.
 - a. All Early Childhood Education programs – FBI check
 - b. Elementary Education program – FBI check
 - c. Special Education – FBI check
 - c. All Secondary Education (BSED) program – FBI check
 - d. Early Childhood and Early Elementary Education program – FBI check
 - e. Applied Psychology – Criminal History Background or FBI check
 - f. Clinical Lab Science – FBI Check
 - g. Nursing – Criminal History Background or FBI Check
3. FBI criminal history reports received from the FBI or BCI are confidential according to federal law and FBI regulations, and may not be disseminated outside of the institution, and may be disseminated within the institution only for the purpose requested. Other criminal history information relating to enrolled students is subject to provision of FERPA.

4. If an FBI criminal history report received from the FBI or BCI is used to make a determination of suitability of a student for admission to the institution or participation in any aspect of their program of study, the institution must:
 - a. Notify the student that has been fingerprinted that the fingerprints will be used to check the criminal history records of the FBI;
 - b. Provide the student the opportunity to complete, or challenge the accuracy of the information contained in the FBI identification record;
 - c. Advise the student of the procedures for obtaining a change, correction or updating of an FBI identification record as set forth in state law.
 - d. Refrain from making an adverse decision with respect to the student based on information in the record until the student has been afforded a reasonable time to correct or complete the record; or has declined to do so.
5. The criminal history background check shall be completed before the student is formally admitted to the program or before they participate in a formal internship, practicum, field placement, or a student teaching experience sponsored and arranged by the university. Students who fail to provide evidence of a criminal history background check will not be allowed to participate in such activities as part of their program of study.
6. The Vice President for Business Affairs shall serve as the institution's primary contact for programs and faculty who require information regarding processes for FBI and North Dakota BCI criminal history background checks. The Academic Affairs and Student Affairs offices will also assist with student requests for compliance with this policy and for assistance in the completion of criminal history background checks.

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Sponsors: Vice President for Academic Affairs

Vice President for Student Affairs