



Criminal and Disciplinary Background Housing Review Policy and Process
Office of Residential Life and Housing
Indiana State University

Rationale

The Office of Residential Life and Housing at Indiana State University has a responsibility to provide a comfortable and safe living experience for our students. In order to protect the educational process and provide for the safety of members of the on-campus community and the facilities and property of University Housing, the University has a responsibility to set and maintain standards of conduct for members of that community or individuals seeking to join the residential community. A review will be required when known facts suggest that the prior behavior of an applicant or current behavior of a resident may indicate that the applicant/current resident may endanger the health and safety of the residential community; jeopardize the residential facilities or property, its members, and/or visitors.

The Office of Residential Life and Housing reserves the right to determine if the individual is appropriate to live within university-owned or university-operated housing for applicants that have been involved in prior misconduct or have engaged in illegal activities.

It is important to note that the presence of prior or current disciplinary history or criminal history DOES NOT automatically preclude the application from the opportunity to resident in University-Owned or University-Operated housing. Upon completion of the review, the Office of Residential Life and Housing may deny the individual the opportunity to live in University-Owned or University-Operated housing, may allow on-campus residency, and/or may allow on-campus residence with specific limitations (only specific housing environments, specific room types, etc.) as necessary to mitigate any risk to the health and safety of the residential community and/or university-owned/operated facilities or property.

If the Office of Residential Life and Housing receives information that confirms an applicant or current student failed to self-disclose a situation or falsified information during the housing contracting process, the student may have their housing contract administratively canceled.

Additional Guidelines

- Individuals on parole, probation, pre-trial release program, or house arrest program may be subject to review procedures.
- Individuals with a disciplinary history resulting in separation from a previous school may be subject to review procedures.
- Current students who have violated the law or engaged in misconduct related to the policies of the university, that were disruptive, or threatening to the functioning of the health and safety of the residential community are subject to review procedures prior to contract renewal.
- Individuals who provide inaccurate information throughout the review process, including any misleading or false responses to the criminal or disciplinary process or those who failed to report any criminal charges, convictions, or disciplinary separations may be subject to an immediate cancellation of a housing contract.

Required Documentation:

Students who select “yes” to the criminal history and/or disciplinary separation question are required to submit the following documentation to the Office of Residential Life and Housing for formal review prior to completing a housing contract.

- A letter of explanation and/or supplemental materials necessary regarding the following items:
 - Nature of the offense(s) including charges, convictions, case numbers, and consequences experiences (prior school or court resolution)
 - Any counseling, diversionary, or other programs completed (including documentation or independent verification)
 - Current Status (incarcerated, supervised, eligibility to return to previous institution)
 - Applicant or current student’s plan for future success while living on campus
- A signed release of information from parole or probation supervisors, prison officials, treatment specialists, case workers, secondary or post-secondary school administrators, and/or other professionals/references may be requested if the information has a direct bearing on the applicant’s/current student’s ability to be successful in a university-owned/operated community living environment.
- A formal case summary (campus conduct determination, certified copy of sentencing document or plea agreement, disposition documents, etc.) including documentation that outlines the specific summary of the case. For situations involving former institutions, the requisite documentation should be sent directly from the former institution to the Office of Residential Life.

Review Process

The current student or applicant is subject to review procedures as outlined below.

1. Student submits formal documentation in writing to the Office of Residential Life. Please allow up to 30 business days for processing.
2. The Housing Review Team comprised of a member from the office of Residential Life and Housing and University Police (required) and as needed, representatives from Student Counseling, Student Conduct and Integrity and/or General Counsel will review the documentation and make a recommendation on the student’s request for housing. The Review Team’s recommendation and rationale will be provided to the student in writing. Decisions may include: Denial of ability to live in university-owned/operated community living environments, approval with specific restrictions/limitations to housing, and /or approval for university owned/operated housing.
3. The student will have 5 business days to appeal the Housing Review Team’s decision to the Executive Director, Housing and Residential Life.
4. The Executive Director, Housing and Residential Life, in consultation with the Chief of Police and/or General Counsel will make a final decision regarding the appeal within 10 business days.
5. No further review is required unless the criminal or disciplinary status of the student changes during the period of the terms of the housing contract (new charges, new convictions, and/or new disciplinary action at other secondary/post-secondary institution).
6. Students who fail to make their criminal or disciplinary background known or who provide false information during the review process may have their housing contract administratively canceled immediately upon discovery.