

Criminal Background Check Requirements

1. NDSCS applicants are required to respond to the following safety and security questions (NDUS Procedures 511). An affirmative response to any of these questions will not automatically prevent admission, but you will be asked to provide additional information.
 - a. Within the past seven (7) years, have you pled guilty (or no contest) to or otherwise been convicted of a crime involving violence or the threat of violence or of a sex offense. Crimes of violence refer to an offense in which physical force was used, attempted or threatened against the person or property of another. Examples of crimes of violence include, but are not limited to, abuse, arson, assault (including domestic violence), battery, breaking and entering, burglary, criminal mischief or vandalism, harassment, homicide, menacing, reckless endangerment, stalking, terrorizing and unlawful restraint or imprisonment. Sex offenses include, but are not limited to, rape, sexual assault, sexual battery, gross sexual imposition, trafficking, and the possession or distribution of child pornography
 - b. Are you currently required to register as a sex offender in any State?
 - c. Have you been dismissed or suspended from a college or university for disciplinary reasons within the last seven (7) years (“Dismissed for disciplinary reasons” means a permanent separation from an institution due to conduct or behavior. “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.)
2. Those students who indicate “yes” to any of the above, will receive a letter stating that they must complete a background check and provide a personal narrative explaining the details of their criminal history.
3. All documentation (criminal history checks and letters or documentations) must be received 15 days prior to the start of the term for the applicant to be considered for admission. If a student does not choose to attend after being admitted, and then wishes to be reconsidered for admission for a following term, the applicant may be required to complete a current background check. If a student is admitted, the documentation will be attached to the admission file, and kept until the file is purged as per the document retention schedule.
4. The Behavioral Intervention Team will determine if a student will be admitted to NDSCS and/or determine if any conditions will be imposed. This team meets regularly, pending need. Participation of over 50 percent of the membership is required to meet quorum, the co-chairs are voting members, and the administrative liaison does not participate in meeting discussions or voting.
5. If the student is admitted, an addendum to the letter of admission will be sent to the student and placed in the student’s admission file. The addendum will note conditions under which the student will be admitted, and the student may be required to meet with the designated College official by a scheduled date prior to starting classes.
6. If the student is not admitted, the student will be informed via letter.
7. A student who is denied admission, or chooses to appeal the conditions under which admission is allowed, may appeal by providing a written statement to the Vice President for Student Affairs within five working days of receiving the team’s decision; the vice president’s decision is final.
8. Copies of the student’s criminal history check and letters or documentation cannot be shared with other non-NDSCS agencies, offices or departments.
9. Many academic programs require various types of criminal background checks. Prospective students are strongly encouraged to discuss these with the NDSCS Admissions office for further information and guidance.