

### New Students

When the student has submitted their application for student housing and paid the application fee, the student's full name, social security number, and date of birth will be forwarded to an outside vendor (Validity Screening Services) for the purpose of a criminal background screening. Screenings are generally completed within 3-5 business days.

If the vendor reports that a student has a criminal history, the information will be evaluated according to the criminal history standards. If the applicant does not meet the standards, they will be notified via the email listed on their application that they are not eligible for student housing.

An applicant may appeal this decision within five business days of the date the email was sent. The applicant will be required to provide all certified judicial court documents that refute the validity of the criminal charges and their dismissal. The Director of Student Housing will review all pertinent information provided. If the charges are shown to be invalid then the decision will be reversed and the student will be eligible for student housing.

Copies of all documents or records that are submitted will be placed on file. All record inquiries and submitted documents shall be considered confidential and will not be released.

### Returning Students

When the student notifies student housing that they have chosen to renew their lease, a new criminal history screening will be completed to ensure the student has not been convicted of any disqualifying crimes.

**Applicants who have been convicted of a crime in the following categories may not be eligible for student housing:**

**Misdemeanors:** within the past seven years (includes deferred adjudication and no contest)

**Felonies:** at any point in time

- Arson
- Assault Offenses
- Burglary/Breaking & Entering
- Destruction/Damage/Vandalism of Property
- Drug/Narcotic Violations
- Harassment
- Homicide Offenses
- Kidnapping/Abduction
- Larceny/Theft Offenses
- Robbery
- Sex Offenses
- Stolen Property Offenses
- Weapon Law Violations