**Policy Title: Applicant Criminal History Check Policy**

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<th>Policy Number: 1807</th>
<th>Effective Date: October 6, 2008</th>
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<td>Responsible Office: Office of Enrollment Services</td>
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**SUMMARY:**

Coastal Carolina University will review responses to questions on the admissions application pertaining to Community Standards for all applicants and require a certified criminal history on an applicant if the applicant and supporting materials contain one or more of a set of triggers (or red flags).

**POLICY:**

1. Coastal Carolina University will review responses to questions on the admissions application pertaining to Community Standards for all applicants and require a certified criminal history on an applicant if the application and supporting materials contain one or more of the following triggers (or red flags):

   i. The application together with supporting material contains materially inconsistent answers that have not been satisfactorily explained;

   ii. The applicant answers one or more of the six criminal background/discipline questions affirmatively or submits subsequent information indicating (1) pending criminal charges, (2) acceptance of responsibility for a crime, (3) criminal convictions or (4) school disciplinary action, unless the affirmative answer or supporting material relates to a school disciplinary action that resulted from an offense that was remote in time or was insubstantial;

   iii. The application omits one or more answers without an acceptable explanation for the omission;

   iv. Any other reason sufficient to Coastal Carolina University.

Coastal Carolina University is not required to perform criminal history checks on applicants who are younger than 16 years old at the time of the acceptance.
2. Certain admissions letters will provide instructions for the applicant to submit the Community Standards requested materials and possibly a criminal history check directly from the state law enforcement division or agency retaining the criminal record(s). For international students, a criminal history check of appropriate scope will be conducted.

3. If an applicant has a positive criminal history or disciplinary record, Coastal Carolina University shall:

   A. Compare the results of the checks to the application and supplemental information supplied by the applicant to determine discrepancies. If there are no discrepancies and if Coastal Carolina University has made an individual determination that the applicant does not pose a significant threat to campus safety, the application file will be processed for the appropriate admissions decision.

   B. If there are discrepancies, or if there is information indicating that admission decision should be further examined, Coastal Carolina University shall provide the applicant an opportunity either to demonstrate that the report of criminal, disciplinary or other relevant history was erroneous (e.g. wrong person) or to explain the discrepancy in an appeal.

   C. If the report is determined to be accurate and there is a discrepancy between the reported information and the application or supporting material the applicant submitted, or there is additional information that amplifies the application information or otherwise indicates that the admission should be examined further:

       i. The presumption is that the admission will be denied or withdrawn if the applicant has failed accurately to disclose relevant information in response to a question on the application. The burden is on the applicant to demonstrate that the omission or misinformation was the result of an honest mistake, that it was not intended to mislead, and that the applicant should be admitted in spite of the failure to disclose;

       ii. If the failure to disclose accurate information does not result in the denial of or withdrawal of the offer of admission, but there is information that draws the decision to admit into question, before the student may matriculate, Coastal Carolina University shall make an individual determination as to whether the nature of any crime committed or other behavior disclosed, together with other available information, suggests that the applicant will pose a significant threat to campus safety. If Coastal Carolina University determines that there is a significant threat, the admission shall be denied or withdrawn. If not, the student may be admitted in accordance with the normal admission process.
4. Coastal Carolina University will maintain a record of the kinds of criminal history checks, if any, conducted on each applicant and the results of those checks. If an applicant’s record shows a history of conviction of, guilty plea to, or acceptance of responsibility for a crime or a significant disciplinary sanction at another educational institution, Coastal Carolina University shall maintain a record of the process used to determine whether or not the student posed a significant threat to campus safety and the basis for that determination.