

**Students with a Criminal Record or Violation of BSU Code of Conduct  
Professional Standards & Appeals Committee  
Policies and Procedures**

1. Students with a criminal conviction or violation of the Boise State University Student Code of Conduct must be cleared by the Professional Standards Committee prior to participating in any field experiences organized by the Office of Teacher Education and admission into the Teacher Education program and Professional Year.
2. The Professional Standards Committee only meets once a month. Requests will be reviewed at the next available meeting.
3. In order to be reviewed by the committee, the following materials must be submitted to the Office of Teacher Education no later than the 1<sup>st</sup> Friday of the month before the scheduled meeting (meeting dates may be obtained from the Office of Teacher Education):
  - a. A well-written, typed, full statement addressed to the Professional Standards & Appeals Committee from the student that includes:
    - i. An explanation of the offense
    - ii. A description of the judgment, including restitution made, time served, community service imposed, rehabilitation programs attended, or other court mandated activities
    - iii. A clear statement that the behavior will not happen again
    - iv. A request for admission to the program of choice
  - b. Three (3) letters of support from members of the community (cannot be relatives of the student) that include:
    - i. A description of their relationship to the student
    - ii. **A clear statement attesting to the writer's knowledge of the incident and any judgment associated with it**
    - iii. Length of acquaintance
    - iv. A statement of support
  - c. At least one letter of support must be from a professional reference, i.e. a University faculty member or professor
  - d. In the case of any felony charges or repeated misdemeanors, evidence that the adjudicated sentence, including probation, has been completed.
4. Once the Office of Teacher Education has received all required materials, the Professional Standards & Appeals Committee will review the student's case.
5. Once the Professional Standards & Appeals Committee has reviewed the case and made a decision, the student will be notified via email (BSU email) of the committee's decision.
6. Resulting decisions will be placed in the student's file and copies sent to advisor and relevant department.

All applicants understand that this review process is for participation in field experiences, admission to teacher education, and admission to the professional year. It does not supersede the State's responsibility to review each candidate's application for certification or the right of the State to request additional information, conduct an interview, or deny certification.

If you have any questions on this process, please contact the Office of Teacher Education at 426-2756.