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 1st Friday of the month before the scheduled meeting (meeting dates may be obtained from the Office of Teacher Education). If the student is completing the adjudication process in order to participate in ED-CIFS 231, ED-SPED 250 or ED-LTCY 340, the adjudication materials will be reviewed more than once a month. They will be reviewed as the students submit their materials to 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 University faculty member or professor.
      i. If the student is applying for the Teacher Education or Professional Year program, this faculty reference must be from someone within the major area department. For example, if the student is a History major, they must have a reference letter from a faculty member or professor from the History department.
      ii. If the student is completing the adjudication process in order to participate in ED-CIFS 231, ED-SPED 250 or ED-LTCY 340, the faculty reference letter may be from any 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.

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