



EAST GEORGIA COLLEGE
 UNIVERSITY SYSTEM OF GEORGIA
 131 College Circle
 Swainsboro, Georgia 30401-2699

Enrollment Services
 Tel: (478) 289-2169
 Fax: (478) 289-2140
 Web: www.ega.edu

Criminal Background Investigation Consent Form

Effective Fall 2007, East Georgia College will institute a Criminal Background Investigation policy for admission to the institution, admission to the Teacher Education Program, and to be eligible to serve as an EGC Post-Secondary Readiness Enrichment (PREP) tutor. You have identified yourself as a potential candidate for the program of study in Teacher Education, as a potential candidate for student tutoring in a local school system, or as having previously committed a felony. East Georgia College requests your consent to a criminal background investigation report and review by designated College officials. Upon receipt of the background investigation an evaluation will be undertaken and you will receive written notification of the results of this process. This criminal background investigation report will be provided at your own initiative and expense and may be requested at the Swainsboro Police Department or Emanuel County Sheriffs Office by presenting this original document to the same with the appropriate payment. In the event you are unable to pursue this locally, you may inquire at your local law enforcement agency. The report must be certified by the law enforcement agency that provided the report by affixing its seal upon the report, placed in a sealed envelope to authenticate documentation and submitted in person to Drew Durden, Chief of Campus Security. Copies will not be accepted and mailed reports will not be accepted.

By signing below, you agree to the following:

"I certify that all information provided in this release is true and complete. I understand that any false information, by omission or otherwise, or identification of certain criminal activity on the part of the applicant/student either past or present as identified via the criminal background investigation report may disqualify me from consideration for admission, readmission, disqualification for consideration as a student tutor in a local school system, or participation in the Teacher Education curriculum at East Georgia College. I authorize the release of this information to East Georgia College, Enrollment Services and college personnel with legitimate educational interests and any additional information or investigation by outside agency which the institution deems beneficial. I understand this will include information of public record, which may include DMV records, civil and criminal court records, and other records as may be appropriate. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation. I hereby fully waive any claim against you and any outside agency utilized by you as a result of any information which is obtained in this investigation. I understand that the cost of providing the criminal background investigation report will be at my own expense and the initiative for providing the information will be left to my own discretion. No action will be taken on the part of the institution in reference to your request for admission until such time as this information is provided and evaluated. I understand this Criminal Background Investigation Report is valid for one year. For Teacher Education Students: I understand that if I do not complete EDUC 2110, 2120, and 2130 within one year of this report, I will be required to provide an additional Criminal Background Investigation Report and bear the expense for the same."

I have read, understand, and by my signature consent to the above statements.

Purpose of Criminal Background Investigation: ___ Admission to EGC ___ Admission to Teacher Education ___ PREP tutor

Students Name: _____ SS # _____

(please print)

Address _____ City: _____ St: _____ Zip: _____

Date of Birth: _____ Race: _____ Sex: _____

Maiden Name or Alias(es) _____

Signature: _____ Date: _____

Office Use Only

[] Approved [] Denied Signature _____ Date _____

Date of Background Report _____

Procedure for Obtaining Criminal Background Investigation Report and Committee Review Process

Applicants/students must:

- Complete a Criminal Background Investigation Consent form which can be picked up from the Registrar's Office, Chief of Campus Security, your Teacher Education advisor, mailed to your permanent home address, or accessed on-line at www.ega.edu/registrar/forms/.
- Student must visit Swainsboro Police department or Emanuel County Sheriff's Office, or other law enforcement agency, to request Criminal Background Investigation (CBI) report.
- Provide picture id and pay appropriate fee.
- Pick up completed report. NOTE: report must be signed or stamped by official certifying the report, placed in a sealed envelope bearing the letterhead of the law enforcement agency, and stamped across the envelope seal. Copies of reports and mailed reports will not be accepted. Report must be hand delivered to Chief of Campus Security, Drew Durden.

Committee Review

Upon receipt of CBI report, the Criminal Background Investigation Committee will review and render a decision concerning admissibility of applicant/student to institution, educational program or employment as a tutor. The Committee reserves the right to call the student to appear before the committee to answer questions concerning discrepancies or incomplete information.

Factors used by the committee to evaluate the information in the criminal background check report include:

- (1) Nature, circumstances and frequency of the reported offense;
- (2) Length of time since the offense;
- (3) Information that addresses efforts at rehabilitation including whether the student accepted responsibility for the act or contested it, the punishment imposed, and efforts of positive life changes
- (4) Accuracy of information provided by the applicant in the admissions application; and
- (5) Whether admission would compromise the safety of EGC faculty, staff, students and visitors, or compromise the safety of any parties participating in an off campus tutorial site.

For teacher education students: Criminal Background Investigation reports for Teacher Education students will be evaluated using the above standards with specific attention to the nature of the prohibited crimes as set forth by the Georgia Professional Standards Commission (GPSC). The GPSC denies licensure for applicants convicted of crimes of moral turpitude such as: fraud or false pretenses in obtaining something of value, larceny or misdemeanor theft by taking, larceny after trust, murder, soliciting for prostitutes, voluntary manslaughter, sale of narcotics or other illegal drugs, pattern of failure to file federal tax returns in years in which taxes are due, criminal issuance of a bad check, and making a false report of a crime.

Applying the standards above, the committee may take the following action(s):

- (1) Denial of admission to the institution;
- (2) Denial of admission to the Teacher Education Program, or in the alternative, counsel and advise student of future risks and barriers if he/she elects to continue this program of study; and
- (3) Denial of employment as a PREP tutor.

An official written response will be directed to applicant/student at permanent home address concerning committee's decision. In the event a teacher education student is denied admission to the teacher education program, and said student desires to continue in the teacher education program of study, the student must sign a Waiver form. The Waiver advises the student that enrollment in EDUC 2110, EDUC 2120 and/or 2130 may result in:

- (1) Student being unable to fulfill the essential requirements (classroom experience) of the course;
- (2) Student may be ineligible for a teacher education program of study (after transfer) at a 4 year degree granting institution; and
- (3) If the student completes a four year degree in an alternate field of study, the student may not be able to obtain professional certification from the Georgia Performance Standards Commission.

All students have the right to request reconsideration, in writing, within 5 days of the committee decision. The student will receive only one reconsideration opportunity. The Committee's reconsideration decision is final; no further appeals are allowed. Requests for Reconsideration due to inaccurate information or cases of mistaken identity should be addressed to the law enforcement agency issuing the report. Upon issuance of a new report, the criminal background investigation report will be re-evaluated by the committee.

Access to Report, Student Right to Appeal, Storage of Report

The report is conducted by an outside vendor: a law enforcement agency. The applicant or student may obtain a copy of the report from any local law enforcement agency for a nominal fee. The applicant or student has the right to challenge the accuracy of the information contained therein. Challenges must be directed to the law enforcement agency certifying the report. All information contained within the report is confidential under the Family and Educational Rights and Privacy Act (FERPA) and will be reviewed only by the East Georgia College Background Check Review Committee. The committee consists of representatives from admissions, registrar's office, counseling, campus security and legal affairs. The committee will meet and render a decision within five working days. The criminal background check report will remain in the Campus Security office, separate from the student's academic file. The record of the committee's decision (Consent Form) will remain in the applicant's admissions file.