



**EAST GEORGIA STATE COLLEGE**  
 UNIVERSITY SYSTEM OF GEORGIA  
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 Swainsboro, Georgia 30401-2699

Office of Admissions  
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 Fax: (478) 289-2353  
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### **Criminal Background Investigation Consent Form**

Effective Fall 2007, East Georgia State College instituted a Criminal Background Investigation policy for admission to the institution, admission to the Teacher Education Program, and to be eligible to serve as an EGSC Post-Secondary Readiness Enrichment (PREP) tutor. Effective Spring 2011, all students applying for the EGSC Study Abroad Program or applying to live in on-campus housing will be required to obtain a criminal background investigation. 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, as an applicant for an EGSC Study Abroad Program, as an applicant for on-campus housing or as having previously been convicted of a crime other than a traffic offense or having criminal charges pending. East Georgia State 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 by a contracted vendor after student presents this original document to EGSC with the appropriate payment.

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, participation in the Teacher Education curriculum at East Georgia State College, participation in an EGSC Study Abroad Program or permission to live in on-campus housing. I authorize the release of this information to East Georgia State 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 five days 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. 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 (please check): Submit form with \$25 fee to cover cost of report & processing**

Admission to EGSC     Admission to Teacher Education     PREP tutor     Study Abroad Program  
 On-Campus Housing Only (**DO NOT** submit \$25 fee; fee will be covered by your \$50 application fee for housing)

**PRINT LEGIBLY OR TYPE all information – use BLUE or BLACK ink**

Student Name: \_\_\_\_\_ SS # \_\_\_\_\_  
 (please print)

Address \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

List all cities and states lived in since turning 16: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Maiden Name or Alias(es) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> Approved <input type="checkbox"/> Denied    Signature _____	<b>Office Use Only</b> Date _____
Date of Background Report _____	

## **Procedure for Obtaining Criminal Background Investigation Report**

Applicants/students must:

- Complete a Criminal Background Investigation Consent Form which can be picked up from Enrollment Services, mailed to your permanent home address, or accessed on-line at [www.ega.edu/registrar/forms/](http://www.ega.edu/registrar/forms/).
- Return completed Criminal Background Investigation Consent Form to Admissions.
- If requesting the report for any reason other than on-campus housing, submit \$25 processing fee to: East Georgia State College, Business Office, 131 College Circle, Swainsboro, GA 30401. Make note with your payment that your fee is for "CBI."

### **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 and/or on-campus housing, 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 EGSC 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;
- (3) Denial of employment as a PREP tutor;
- (4) Denial of admission to EGSC Study Abroad Program; and/or
- (5) Denial of admission to on-campus housing.

An official written response will be directed to applicant/student at their permanent home address concerning the 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.

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

The report is conducted by an outside vendor. The applicant or student has the right to challenge the accuracy of the information contained therein. Challenges must be directed to the vendor 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 State College Criminal Background Investigation Committee. The committee consists of representatives from admissions, registrar's office, counseling, campus security, housing and legal affairs. The committee will meet and render a decision within five working days. The criminal background check report and the committee's decision (Consent Form) will remain separate from the student's academic file.