



Tyler Junior College Residential Life and Housing Department's Criminal History Procedures and Criminal History Record Guidelines and Standards

I. PROCEDURES

All housing applicants must timely complete an Authorization and Release Form and pay any required fees for a criminal background check in order for his/her housing application to be considered valid and to be accepted by TJC. TJC will evaluate the results of the criminal history check using the Guidelines and Standards below.

II. GUIDELINES AND STANDARDS

A. Any of the following convictions may be used to decline a Housing Application and/or terminate Housing Contract:

1. Misdemeanor Convictions, including deferred adjudication or no contest pleas, for the following offenses if they have been committed within the past three (3) years:

- a. Assault. This includes any form of assault convictions.
- b. Narcotics/illegal drugs.
- c. Theft.
- d. Weapons.

2. Felony Convictions:

All felony convictions or no contest pleas, including state jail felonies. Convictions of ten (10) years or older may not be considered (in the college's discretion) if the applicant does not have any other convictions.

B. Any of the following convictions shall make the applicant ineligible for on-campus housing and will require TJC to decline a Housing Application and/or terminate a Housing Contract, regardless of when it was committed:

1. Aggravated Felonies:

All aggravated felony convictions that resulted in a death, aggravated assault, aggravated robbery, aggravated sexual assault or the delivery of or possession of a felony amount of narcotics.

2. All aggravated felony convictions set forth in ILA. above that were for attempted crimes or conspiracy to commit these crimes.

3. Any felony convictions for crimes related to sexual assault, any felony of a sexual nature, arson, injury to a child, indecency with a child, manslaughter, or possession of child pornography.

C. If an applicant or student is arrested or has an arrest pending during the application process or during a contract term, then TJC may consider such charges in accordance with the standards and guidelines set forth herein and may deny housing or terminate an existing contract.

D. These are guidelines and are not intended to be inclusive of all crimes and/or scenarios. To the extent a crime and/or scenario is not listed herein, the TJC Residential Life and Housing Department may, in its sole discretion, disapprove an applicant if it determines that such conviction and/or applicant is a possible or actual threat to the safety of other students and/or TJC employees. The TJC Residential Life and Housing Department has discretion to disapprove or approve applicants in accordance with these guidelines.

- E. If an applicant is deemed not eligible, he/she may contest the determination if a written objection is delivered to the TJC Residential Life and Housing Department within three (3) working days of receipt of the notice of ineligibility. The applicant shall bear the burden of providing certified judicial records to negate the validity of the criminal history/conviction. A review team will review all information timely submitted by the student as quickly as possible and if the charges are determined to be invalid, then the student will be declared eligible for on-campus housing. Any objections not timely submitted and any judicial records which are not certified may not be considered by the TJC review team.**