

Education Student with a Criminal Record or Violation of Boise State Code of Conduct

Professional Standards & Appeals Committee Policies and Procedures

Please read through the entire page

1. *Students with a criminal conviction or violation of the Boise State University Student Code of Conduct must be cleared by the College of Education Professional Standards & Appeals Committee **PRIOR** to participating in any field experiences organized by Teacher Education and/or admission into Teacher Education or Professional Year programs.*
2. The Professional Standards & Appeals Committee meets once a month during Fall and Spring semesters.
*Adjudication appeals for early field experience courses will be reviewed as quickly as possible.
3. To be reviewed by the Committee, the following materials must be submitted to Teacher Education (E319) no later than the 1st Friday of each month, during the Fall and Spring semesters. The Committee normally meets during the second week of each month. NOTE: All non-felony incidents and Code of Conduct violations **older than 10 years**, do not require paperwork submittal (this process). **The following are required (Statement, Letters of Support, Transcript, in pdf format):**
 - a. A well-written, typed, detailed personal statement that includes:
 - i. Name, Program/Major, Boise State ID No., and Boise State email address;
 - ii. Explanation of Offense(s) including specific date(s) of incident(s);
 - iii. A description of the judgment including restitution made, time served, community service imposed/completed, rehabilitation programs attended, or other court-mandated activities; **OR**
 - iv. In the case of any felony charges or repeated misdemeanors, the student must provide evidence that the adjudicated sentence, including probation, has been completed; **OR**
 - v. In the case of Boise State Code of Conduct incidents, letter evidence of Good Standing from the Boise State Office of Dean of Students must be provided;
 - vi. A clear statement that the behavior will not happen again;
 - vii. A clear statement indicating what this is for: Early Field Placement OR Admission to Program (TE or PY)
 - b. Letters of Support (letters from relatives will NOT be accepted)
 - i. For all non-felony incidents and Code of Conduct violations **less than 10 years old**:
 1. Two (2) letters of support (at least one from a Boise State professor or K-12 educator) that includes:
 - a. A description of the relationship to the student;
 - b. A clear statement attesting to the writer's knowledge of the incident;
 - c. Length of acquaintance;
 - d. Statement of support
 - c. Boise State Transcript, Unofficial (current, in pdf format)
 - ii. For felony convictions **older than one year**:
 1. Four (4) letters of support (at least two (2) from Boise State professors, and at least one from a

K-12 educator that includes: a. A description of the relationship to the student; b. A clear statement attesting to the writer's knowledge of the incident; c. Length of acquaintance; d. Statement of support.
iii. For felony convictions less than one year old prior to field experience placement, no appeal will be approved.

4. **SUBMITTAL:** You must have all required paperwork before you submit to Teacher Education. Email paperwork (statement and supporting letters) in PDF FORMAT only, to the Teacher Education Office at teoffice@boisestate.edu.

5. Once a decision has been made (*may take up to a week*), the student will be notified via their Boise State email.

NOTE: Resulting decisions (copy of email) will be placed in the student's file and copies sent to relevant Boise State personnel.

STUDENTS: Understand that this review process is for participation in Boise State College of Education field experiences, but does not guarantee admission to Teacher Ed or Professional Year programs. It does not supersede the Idaho State Department of Education's (ISDE) responsibility to review each student's application for certification or the right of ISDE to request additional information, conduct an interview, or deny certification.

NOTE: Going forward, if you are cleared, you will still need to mark "yes" on your Teacher Education/Professional Year applications and Certification for Licensure application, and provide date (Month & Year) as evidence that you were cleared.

If you have any questions on this process, please contact the Teacher Education Office at teoffice@boisestate.edu.