

NWCCD Housing, Criminal History and Activity

Housing Application Statement and Questions

It is a condition of eligibility for NWCCD Housing that applicants for housing completely and truthfully answer behavioral and criminal history activity questions. NWCCD Housing reserves the right to refuse housing based upon behavior, including but not limited to criminal activity, that NWCCD in its sole discretion and judgment determines that refusal of housing (or termination of the housing contract for behavior that is revealed or occurs after application submission) is in the best interests of the NWCCD, NWCCD Housing residents and employees, and the NWCCD Housing community. If NWCCD Housing becomes aware that an applicant has a record of criminal conviction(s) or other actions that could pose a risk to person or property and/or could be injurious or disruptive to the NWCCD Housing community environment, the NWCCD may not accept or may cancel the housing contract.

1. Have you ever been expelled, suspended, or placed on probation by any secondary school or college you have attended because of an offense that harmed or had the potential to harm others? Yes/No
2. Have you been convicted of, currently charged with, or accused of (but not yet charged with), any crime more serious than a civil infraction (excluding minor traffic offenses but including operating a motor vehicle under the influence of drugs or alcohol)? Yes/No

If you answered yes to any of the above questions, prior to NWCCD Housing making a decision on your application, you must submit a detailed statement of explanation to:

Residential Life Coordinator
1 Whitney Way
Sheridan, WY 82801

kjbuckley@sheridan.edu

Applicants are responsible for verifying receipt by NWCCD Campus Life and Housing and keeping a copy of this receipt certifying submission. Information to be submitted includes a brief explanation, location (city, state, country) of conviction or current/pending indictment, dates, and court disposition.

Procedure 5330.7: Housing Conduct and Criminal History

1. Prospective resident completes housing application. Application is checked to determine if there were any affirmative responses to the conduct questions prior to contract issuance.
2. Prospective resident is notified by e-mail requesting explanation if material has not yet been received.
3. Residential Life Coordinator reviews the conduct in question and determines if the case needs to go to the Housing Conduct Advisory Committee (HCAC). This determination is made on a case-by-case basis.
 - a. Cases that automatically go to the committee include:
 - i. Arson and fire-related offenses
 - ii. Assault
 - iii. Destruction of property
 - iv. Hate crimes
 - v. Harassment or stalking
 - vi. Sex offenses
 - vii. Illegal entry (such as burglary, breaking and entering)
 - viii. Illegal substance use, distribution, or supplying illegal substance to minors (including alcohol)
 - ix. Illegal weapons possession
 - x. Theft
 - xi. Other cases where physical safety (personal or others) or property damage is involved.
 - b. Cases that do not go to the committee typically include traffic tickets (excluding multiple DUI/DWI), civil disobedience (arrested at a rally), and other non-violent infractions that would not have an impact on NWCCD residential community living.
 - c. Director of Campus Life and Housing confers with Risk Manager to ensure prospective resident has shared information within their process
4. If the case does not merit review by the HCAC, Residential Life Coordinator clears the application for assignment.
5. In the event the case does merit review, the HCAC has the following potential decisions:
 - a. Allow to reside in any NWCCD Housing facility
 - b. Allow to reside in one or more specific facilities
 - c. Disallowed to reside in any NWCCD Housing facilities for a specified period of time (1-5 yrs, never)
6. It may be necessary to share information with other NWCCD departments or personnel. Such sharing of information will be done consistent with the confidentiality requirements of FERPA (Family Educational Rights and Privacy Act). Statements are automatically shared with Enrollment Services.
7. Any of the aforementioned decisions can have additional conditions attached, including but not limited to mandatory meetings (one time or recurring) with a staff member of NWCCD Campus Life and Housing, an initial conduct probationary standing, or a limited-length contract followed by a review to determine the continuing eligibility to reside within NWCCD Housing.

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8. Any of the aforementioned decisions can be appealed to the Vice President of Student Affairs or designee.

Housing Conduct Advisory Committee (HCAC) membership

- Residential Life Coordinator (or designee)
- Risk Manager (or designee)
- Vice President of Student Affairs (or designee)
- Vice President of Administration and Finance
- General Counsel
- Other NWCCD departments or personnel will be included on an as-needed basis.