

Self-Reporting of Alleged Criminal Misconduct

Teacher Education students MUST report any alleged criminal misconduct charge they receive after their SING background check is completed. This is true regardless of where the alleged criminal misconduct occurs: on campus, off campus, in state or out of state. Failure to report one's alleged criminal misconduct may result in the discharge of the student from UNI's Teacher Education Program.

"Criminal misconduct" is: Alleged violations of federal, state, or local laws. Any charge other than parking or speeding violations. This includes a deferred judgment or sentence, and **offenses that occurred when the student was a minor**. More examples of "misconduct" are outlined under IX: Student Conduct Policies of UNI's Student Conduct Code, <https://policies.uni.edu/302>.

How to report alleged criminal misconduct: A student should write a [self-reporting letter](#) and attach it to the back of their application for admission into the Program. If students already have applied for admission into the Program they should compose their letter and submit it directly to the Coordinator of Teacher Education, in the Schindler Education Center, room 151.

Reporting timeline: If the student is enrolled in any clinical (field) experience or will begin a clinical (field) experience within 30 days **the student must report their alleged criminal misconduct charge immediately to the Associate Dean for Educator Preparation.**

If the student is *not* enrolled in any field experience, the charge must be reported as soon as possible but no later than five working days after the incident.

Review Committee: A Teacher Candidate Professional Review Committee, composed of appropriate Teacher Education Senate members, will meet to review the student's Self-Reporting letter, and make a decision on the student's progress/continuation in the Teacher Education Program.

Further Review: The student, the student's adviser, the Teacher Education coordinator, and the student's Department Head will be notified of the decision in cases where further review is required or where termination is recommended.

Appeal: The student is asked to follow the appeals procedure outlined at [Student Appeals Process](#) if they decide to appeal the committee's decision.

Disclosure of alleged criminal misconduct: Details of the alleged criminal misconduct will not be shared with any third party but will be accessible to UNI Teacher Education authorized personnel.