**Galveston College Background Check**

The Student Life Department will process a background check upon receipt of a GC Student Housing Application. The findings of this background check will be evaluated and compared to the Galveston College Student Life Criminal History Standards. If the background check results in a negative report (“No Record”), the Galveston College Student Life staff will declare that the applicant is “eligible” for consideration to reside in student housing.

If the Criminal History Check reports that the applicant has a criminal history, the information will then be evaluated according to the Galveston College Student Life Criminal History Standards. If the applicant does not meet the standards, a declaration of “not eligible” will be made. The applicant who does not meet the standards will be notified by mail that he/she will not be entered on the placement list for student housing at this time. The procedures for refund of the deposit and the appeal will be explained in the letter.

Each applicant who fails to meet the Galveston College Student Life Criminal History Standards and has been deemed “not eligible” may contest or review the declaration of “not eligible” by using the following procedures:

– Within three (3) working days of receipt of the “not eligible” letter, the prospective applicant will contact Student Life and schedule a time for review of the information.

– The applicant must bring the letter stating that he/she has been declared “not eligible”.

– The applicant will be required to bring copies of all certified judicial court decrees that negate the validity of the criminal charge(s) and their dismissal.

– A Student Affairs Committee will review all pertinent information provided. If the charges are shown to be “invalid”, the Student Affairs Committee shall re-submit a declaration of “eligible” to the Galveston College Student Life Department.

Copies of all documents or records that are submitted, during the review, will be placed on file. All record inquiries and submitted documents shall be considered confidential, and will not be released.

After review, if the applicant’s record submitted to the Student Life Department is changed to “eligible”, the Student Life Department will verify that the housing deposit has not been refunded. The Student Life applicant’s name will be entered on the placement list for room assignment. If the housing deposit of $200 has been refunded, the deposit must be re-submitted to the Student Life Department before the applicant will be added to the placement list.

CRIMINAL HISTORY RECORD STANDARDS

**Criminal History findings that will be used to decline a Student Life housing application:**

**Class B Misdemeanor Convictions including Deferred Adjudication and No contest:**

– All Assaults  
– Narcotic Offenses  
– Thefts  
– (Class B or C Traffic Misdemeanors will not be considered as an offense that will be used to   
 decline an application)  
– All offenses over one (1) year will not be considered a factor, if the case has been adjudicated.

**Class A Misdemeanor Convictions including Deferred Adjudication and No contest:**

– All misdemeanor convictions considered as Class A by any state in the United States.   
 (Exclusive of any traffic violation).  
– Deferred Adjudication and No contest  
– (Convictions of two (2) years or older, will not be considered as a current criminal conviction, if   
 the applicant does not have any other Class B Misdemeanor or higher convictions since the   
 date of the last Class A Misdemeanor).

**Felony Convictions:**

– All felony crime convictions.  
– (Convictions of three (3) years or older, will not be considered as a current criminal conviction,   
 if the applicant does not have any other Class A or B Misdemeanor since the date of the last   
 felony conviction).

**Aggravated Felonies:**

All aggravated felony convictions that resulted in a death, aggravated assault, aggravated robbery, aggravated sexual assault or the delivery of a felony amount of narcotics will be cause to decline a Student Life Housing Application.

**Note: No applicant, who is on Parole or Probation for the following offenses, will be considered for Student Life Housing:**

– Murder  
– Attempted Murder  
– Manslaughter  
– Sexual Assault  
– Aggravated Assault  
– Aggravated Robbery  
– Causing Injury to a Child/Elderly or Disabled Person  
– Deadly Conduct with a Firearm  
– Possession/Selling of amounts (>200 grams) of illegal drugs  
– Controlled Substance Dealer (Youth classified for felony-level drug manufacturing or delivery)  
– Criminal Solicitation  
– Indecency with a Child  
– Arson  
– Conspiracy to commit any of these crimes

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