University Teacher Education Program (UTEP)
Student Self-Reporting of Alleged Criminal Misconduct Policy

Purpose

The purpose of this policy is to address those incidents of alleged criminal misconduct by teacher education candidates that occur after the initial DCI background check and before the formal background check required for licensure. During this specific time interval, it is imperative that all criminal misconduct incidents be reported by the teacher education candidate. The University Teacher Education Coordinating Council (UTECC) reserves the right to investigate any criminal misconduct of its teacher education candidates, which is necessary to assure a safe school environment in all field placements. This policy is congruent with the ISU's students' rights and responsibilities found at http://www.dso.iastate.edu/ja/rights/. Formal sanctions, if ultimately imposed, are intended to support the goals and mission of the teacher education program. Generally, sanctions are progressive as well as educational in nature, promoting learning opportunities for individuals while preserving a safe learning environment in the PK-12 school community. Should the student wish to appeal any sanction(s), the student will use the UTEP appeals process found at http://www.teacher.hs.iastate.edu/forms.php.

Early Field Experience

Prior to any field experiences taking place, students are required to undergo a lowa background check through the Iowa Division of Criminal Investigation. Students meet with ISU Teacher Licensure Analyst, Teresa Kahler, in room 133 MacKay (515-294-7004) who oversees this process. At the time of this background check, students will also be required to report any prior criminal convictions or pending criminal charges. Any criminal misconduct charge other than parking or speeding violations must be reported. This includes all deferred judgments. In some cases, this will include criminal activity which occurred while a minor (see http://www.state.ia.us/boee/backgrnd.html). Also see self-reporting letter-guidelines at www.teacher.hs.iastate.edu. Failure to accurately self-disclose to the appropriate ISU personnel may prevent the student from engaging in a field experience or the removal of the student if already placed in a field experience.

Details of the criminal misconduct activity (ies) will not be shared with any third party but will accessible to the ISU Teacher Licensure analyst, the content major department chair, and the respective teacher education coordinator. In some cases, the information will be shared with the Associated Dean for Teacher Education and the Director of Teacher Education Services. When the student is enrolled in any field experience or anticipates commencing a field experience within 30 days, any criminal misconduct charge a student receives after the background check is completed must be reported immediately to the ISU Teacher Licensure Analyst (515-294-7002; takahler@iastate.edu). When the student is not enrolled in any field experience, the charge must be reported to the ISU Teacher Licensure Analyst as soon as possible but no later than five working days after the incident. Failure to do so may result in the
discharge of the student from the teacher education program. The ISU Teacher Licensure Analyst will notify the teacher education coordinator and the content major department chair.

**Admission to Teacher Education**

At the time of admission to the University Teacher Education Program, each student will be asked to attach a self-reporting letter to their application listing any prior or current incidents of criminal misconduct. A formal background check will not be required at admission if there are no changes to the original DCI background check conducted at the time of the first early field experience. An application for admission will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application. The self-reporting letters are taken into consideration by the Admissions Subcommittee and by UTECC.

For the self-report, the student must write a self-reporting letter. The licensure analyst will review the letter and forward it to the coordinator and the department chair for their review and recommendation for appropriate action to Selection and Retention Subcommittee. The Selection and Retention Subcommittee is a subcommittee of the University Teacher Education Coordinating Council. Based on the recommendation, this subcommittee will formalize the final decision on the student's ongoing status in the UTEP. This decision pertains only to the student's status in UTEP and results will be reported back to the coordinator and department chair. The student may appeal the decision through the UTEP appeal procedure.

**Licensure**

Prior to receiving an Iowa teaching license, all candidates will undergo a national criminal history background check. A signed waiver for the background check and self-reporting letter is required. An application for a license will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application. See the IAC Chapter 25-Code of Professional Conduct and Ethics ([http://www.legis.state.ia.us/IowaLaw.html](http://www.legis.state.ia.us/IowaLaw.html)), Standard 3 "misrepresentation, falsification of information."

**NOTE:** Iowa State University's recommendation for licensure does not guarantee that the Board of Educational Examiners will issue the Iowa teaching license.