



VERA Z. DWYER COLLEGE OF HEALTH SCIENCES

INDIANA UNIVERSITY SOUTH BEND

Requirement to Disclose: Service Learning (HSC-A 2/491)

The IUSB Vera Z. Dwyer College programs require you to complete both this Requirement to Disclose and the attached Student Disclosure form. Please complete, sign, and return both documents as explained in the application instructions.

While a criminal history is not an automatic barrier to final consideration for entry into one of our programs, each student's circumstances will be considered on a case by case basis. Students with charges pending, students on house arrest, or students pending completion of a diversion program are not eligible for service learning.

Students are advised that the College relies on third parties, such as hospitals and other health facilities, to provide education and that a criminal history can affect the College's ability to find placement for students. IUSB has no control over these third parties and the College makes no guarantee that it can place any student, with or without a criminal history. In addition to placement, certain criminal convictions may also have bearing on an individual's ability to obtain or maintain a professional license and/or employment, and students are advised to review these standards carefully.

Candor about the student's criminal history is highly important. Failure to disclose may result in the withdrawal of acceptance or, in the case of an accepted or matriculated student, dismissal from IUSB. You are required to notify the Assistant Dean for Student Success and Operations within 7 business days of any changes in your status.

Full Disclosure Requirement

Students are required to disclose any convictions, except those that have been formally expunged, charges, pending criminal charges, probation/diversion, etc., in writing (even if a charge has been dismissed). You must report **anything** that may come up on a national background check. You must complete this form to the best of your ability. If in doubt, disclose the charge. Your answers must be truthful, accurate, and complete. If you know of certain information yet are unsure whether to disclose it, you must disclose the information.

_____ By adding my initials, I understand that I must submit to and pay any costs required for criminal background checks. I understand that information obtained from a criminal background check may result in a failure to be approved for service learning, and as such may result in my inability to progress through my degree program.

_____ By adding my initials, I understand that a service learning site may require additional components of a criminal background check, other than those required by IUSB, as well as drug screenings. I understand that I must submit to and pay any costs assessed for any and all criminal background checks and drug screens required. I understand that information obtained from a drug screen or background check may result in a failure to be approved for service learning, and as such may result in my inability to progress through my degree program.

_____ By adding my initials, I understand IUSB reserves the authority to determine my eligibility to be admitted to the program and/or to progress in the program. I understand that my criminal background check will be a factor used to determine my eligibility for service learning.

Student Name

Student ID #



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If the answer to any of the questions below is “yes”, please provide dates and details in the space provided below the question. Use additional sheets if necessary.

Have you ever been arrested or convicted of any criminal offense including charges that have not been expunged by a court? If you are not certain of the status of your criminal offense, it is your responsibility to consult your attorney to answer this question accurately.

Yes No

Are there any pending criminal charges that have been filed against you?

Yes No

Have you participated in a first offender, deferred adjudication, pretrial diversion, or other probation program or arrangement where judgement or conviction has been withheld?

Yes No

Are you currently participating in a pre-trial diversion program?

Yes No

Have you been subject to formal disciplinary action (including for example, but not limited to, suspension or expulsion) for academic or non-academic reasons at any post-secondary institution, college, or university?

Yes No

I understand that providing false or misleading information regarding my criminal history, failing to disclose the requested information, or not successfully passing any required criminal history check may result in a class failure.

Student Name

Student ID #

Student Signature

Date