



Medical College of Georgia  
Academic, Research, and  
Student Affairs  
Policy Library

## Criminal Conviction Disclosure Policy for Students

### Policy 6.11

Volume 6 Student Services  
Chapter 11 Criminal Conviction  
Disclosure Policy for Students  
Responsible Office: Campus Life  
Services  
Originally issued: April 27, 1995

### Policy Statement

Students are required, on a continuing basis, to disclose in writing to their Dean or the Director of Campus Life Services any criminal convictions that occur since the disclosure they completed with their application for admission. Criminal convictions include adjudication of guilt by a jury or judge for any crime. Minor traffic offenses are not included, but “no contest” pleas, first-offender treatment, convictions under appeal, and convictions that have been pardoned are included. Disclosures should be made within 30 days of conviction.

### Reason For Policy

The Medical College of Georgia of Georgia prepares students for professions that require professional licensure. Students who have been convicted of certain types of criminal activity may be ineligible for a professional license or for employment with a state agency. In addition, the institution is required to collect and publish an annual security report in accordance with the Student Right to Know and Campus Security Act of 1990.

### Entities Affected By This Policy

All students at the Medical College of Georgia are affected by this policy. This includes students physically taking classes on the Augusta campus of the Medical College of Georgia as well as students enrolled in distance education or online classes.

### Who Should Read This Policy

All students at the Medical College of Georgia must observe this policy. The Director of Campus Life Services and Deans of all the schools at the Medical College of Georgia must be aware of this policy.

### Contacts

Contact	Phone	e-mail/URL
Director of Campus Life Services	706-721-3356	<a href="mailto:campuslifeservices@mcg.edu">campuslifeservices@mcg.edu</a>
Dean, School of Allied Health Sciences	706-721-2621	<a href="http://www.mcg.edu/sah/index.html">www.mcg.edu/sah/index.html</a>
Dean, School of Dentistry	706-721-2117	<a href="http://www.mcg.edu/sod/Index.html">www.mcg.edu/sod/Index.html</a>
Dean, School of Graduate Studies	706-721-3278	<a href="http://www.mcg.edu/gradstudies/aboutus.htm">www.mcg.edu/gradstudies/aboutus.htm</a>
Dean, School of Medicine	706-721-2231	<a href="http://www.mcg.edu/som/">www.mcg.edu/som/</a>
Dean, School of Nursing	706-721-3771	<a href="http://www.mcg.edu/son/index.htm">www.mcg.edu/son/index.htm</a>
Public Safety Office	706-721-2914	<a href="http://www.mcg.edu/psd/index.htm">http://www.mcg.edu/psd/index.htm</a>

### Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p611.pdf>

## **Related Documents**

<http://www.mcg.edu/students/handbook/selectpol.html#Disclosure>

## **Definitions**

These definitions apply to these terms as they are used in this policy:

**Minor traffic offense** Those that do not involve driving while under the influence of alcohol and other drugs, which did not result in imprisonment, and for which a fine of less than \$250 was imposed.

## **Overview**

Students are required, on a continuing basis, to disclose in writing to their Dean or the Director of Campus Life Services any criminal convictions that have occurred since the disclosure they completed with their application for admission. Criminal convictions include adjudication of guilt by a jury or judge for any crime. Minor traffic offenses are not included, but “no contest” pleas, first-offender treatment, convictions under appeal, and convictions that have been pardoned are included. Disclosures should be made within 30 days of conviction.

## **Process/Procedures**

1. The student must disclose in writing any conviction since his/her application for admission to the Medical College of Georgia.
2. The Director of Campus Life Services and the respective Dean will review the information.
3. As deemed necessary, students will be advised of the ramifications for professional licensure and possibly be recommended for a hearing by the Student Judicial Committee.

## **Responsibilities**

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 6.11, Criminal Conviction Disclosure Policy for Students, are:

Director, Campus Life Services and Deans of the schools at Medical College of Georgia	Review the disclosure and determine if any additional action is required in accordance with Medical College of Georgia Student Code of Conduct.
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