

Graduate Student Criminal History Check Process

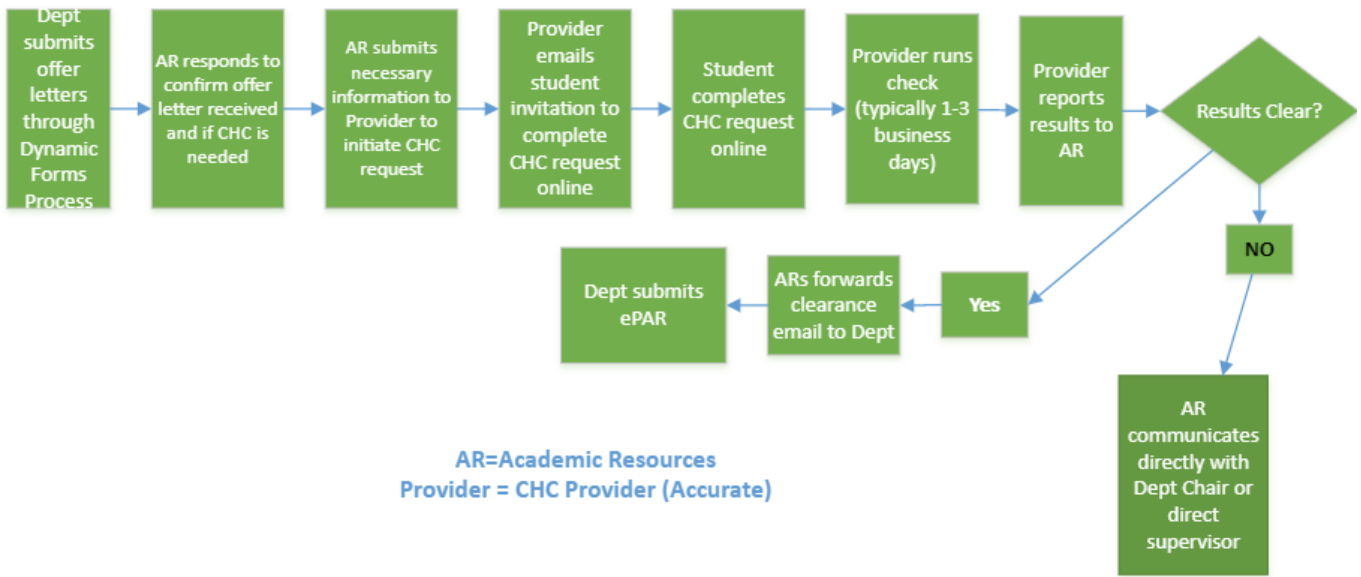
- 1) Departments will submit offer letters for all salaried graduate students being hired or returning to Academic Resources via email: academic.resources@unt.edu or by using the automated form located on our website: <https://vpaa.unt.edu/resources/retention>, by the due date for the appropriate semester listed below.
 - a. Academic Resources will respond to confirm offer letter received and if CHC is needed; if needed, CHC will be ordered accordingly, per step 2 below.
 - b. Departments are advised to use the Salaried Graduate Student Offer Letter Template to draft and send to all their graduate student offer letters. Letters should be issued from and returned to the department.
 - i. Departments should inform their graduate students to expect a criminal history check email request from Accurate Background, Inc. sent to their UNT student email listed on the offer letter. Students will need to complete and submit this request as soon as possible and no later than one week following its receipt or it will expire and will need to be reissued.
 - ii. Signed offer letters **must** be submitted via the Dynamic Forms process before a hire ePAR will be approved.

Fall – Offer letters due to Academic Resources 1st business day of August

Spring – Offer letters due to Academic Resources 1st business day of December

Summer – Offer letters due to Academic Resources 1st business day of May

- 2) Upon receipt of the offer letter, Academic Resources will determine if CHC is needed and submit the CHC requests to Accurate Background, Inc.
- 3) Accurate will send each student an email with instructions on how to log into Accurate and complete the criminal history check form online.
- 4) The student will complete their part of the criminal history check via Accurate.
 - a. Typical turnaround time for a CHC is 1-3 business days.
- 5) When criminal history check is cleared, Academic Resources will forward the cleared results email from Accurate to the department, indicating that they can submit this student's ePAR after ePAR instructions for the appropriate semester have been sent out. In the event of an adverse report, Academic Resources will be in direct contact with the Department Chair and/or the direct supervisor of the student.
- 6) Departments submit graduate student ePARs. *Graduate student ePARs will not be approved without a signed letter received via the Dynamic Forms process* and a cleared criminal history check completed through Academic Resources, if required.
- 7) **NOTE:** All relevant documents can also be obtained at <https://vpaa.unt.edu/resources/retention>
- 8) **Resources:**
 - a. Brandi Everett, Assistant Vice Provost Academic Personnel, ext. 3951
 - b. Chance McMillan, Academic Resources Assistant, ext. 2138
 - c. Melinda Rule, Academic Resources Coordinator, ext. 2673
 - d. Tami Patterson, Academic Resources Generalist, ext. 3953



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