**Graduate Student Criminal History Check Process**

1. Before each semester, Academic Resources will send an email to all departments with the “Graduate Student CHC Dept. Requests” spreadsheet, Graduate Student Offer Template, and Graduate Student Criminal History Check Process document attached.
	1. The department must fill out the spreadsheet fields with the data for all salaried graduate students being hired in the department and return the spreadsheet to Academic Resources via email to academic.resources@unt.edu by the due date for the appropriate semester listed below.
		1. Academic Resources will determine which students need criminal history checks and order them accordingly, per step 2 below. XXXX BREAK in Service statement
	2. Departments must use Graduate Student Offer Template to draft and send all their graduate student offer letters. Letters can be issued from the department and returned to them. Academic Resources will only receive an electronic copy via an attachment to the ePAR.
		1. Departments should inform their graduate students to expect a criminal history check email request from HireRight sent to the preferred email listed on the spreadsheet. 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 need to be reissued.
		2. Signed letters **must** be attached to the ePAR before it will be approved.

Fall – Spreadsheet due back to Academic Resources 1st business day of August

Spring – Spreadsheet due back to Academic Resources 1st business day of December

Summer – Spreadsheet due back to Academic Resources 1st business day of May

1. Upon receipt of the department’s spreadsheet, Academic Resources will submit the CHC requests to HireRight, using the spreadsheet data provided.
2. HireRight will send each student an email with instructions on how to log into HireRight and complete the criminal history check form online.
3. The student will complete their part of the criminal history check via HireRight.
	1. Typical turnaround time for a CHC is 1-3 business days.
4. When criminal history check is cleared, Academic Resources will forward the cleared results email from HireRight 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.
5. Departments submit graduate student ePARs. *Graduate student ePARs will not be approved without a signed letter attached* and a cleared criminal history check completed through Academic Resources, if required.
6. ***NOTE:*** When additional student(s) are hired after a spreadsheet for a given semester has been submitted, or a student is hired with a hire date other than the standard dates (9/1, 1/15, 6/1 or 7/15), a *new*spreadsheet containing *only* those not previously should be submitted to academic.resources@unt.edu so that a check can be initiated if needed.
7. **NOTE:** All relevant documents can also be obtained at <https://vpaa.unt.edu/resources/retention>
8. **Resources**:
	1. Davelyn McCartney, Academic Resources Assistant, ext. 3512
	2. Abby Ogenche, Academic Resources Assistant, ext. 2138
	3. Melissa Holland, Academic Resources Coordinator, ext. 2673
	4. Tami Patterson, Academic Resources Generalist, ext. 3953

