

## **Criminal Activity Disclosure Policy**

IU Northwest is committed to maintaining a safe environment for all members of the university community. As part of this commitment, the University requires applicants who have (1) been convicted of any felony or a misdemeanor such as simple battery or other convictions for behavior that resulted in injury to a person(s) or personal property or (2) who have a history of formal disciplinary action at any college or university attended to disclose this information as a mandatory step in the application process. A previous conviction or previous college disciplinary action does not automatically bar admission to the University, but does require review. Complete information must be sent by certified mail at the time of application for admission to:

Indiana University Northwest  
Office of Admission  
3400 Broadway  
Gary, IN 46410

Applicants are responsible for maintaining the receipt certifying that the letter has been received by the university. Information to be submitted includes: a brief explanation, location (city, state, country) of conviction of previous conduct, dates and court disposition, in English. This statement must also include a grant of permission to IU Northwest for complete access to criminal records, if any. Applicants who have been disciplined at another college or university must provide a statement, which includes a brief explanation, location and name of institution, dates, and disposition of the case. This statement must also include a grant of permission to IU Northwest for complete access to disciplinary records, if any, at the previous college or university.

For further information about either of these requirements, call 219/980-6991. This information must be sent within 48 hours of submitting the application on-line.