



## Self-Disclosure of Criminal Convictions, Policy 4.17 Frequently Asked Questions

---

### Self-Disclosure of Criminal Convictions

Faculty, staff, appointees, volunteers, employees provided by third party staffing vendors, graduate associates, student employees and those working in youth activities and programs in the course of their university duties must disclose criminal convictions within three business days of the conviction. Failure to disclose could result in corrective action and/or removal from a position working or volunteering in youth activities and programs.

#### 1. What types of convictions must be disclosed?

A conviction occurs when an individual is found guilty, enters a guilty plea, or pleads no contest, to a felony or to a misdemeanor. An individual must disclose these types of convictions. Criminal traffic convictions, such as OVI (also referred to as OMVI, DUI, or DWI [driving/operating a motor vehicle under the influence]), failure to stop after an accident (also referred to as “hit skip”), and driving under suspension, must be disclosed.

Parking violations are not criminal offenses and do not need to be disclosed. Minor misdemeanor speeding offenses do not need to be disclosed. Minor misdemeanor drug convictions for possession of marijuana as provided in the [Ohio Revised Code 2925.11D](#) do not need to be disclosed. For questions, contact [Employee and Labor Relations](#).

#### 2. How can current faculty, staff, appointees, volunteers, employees provided by third party staffing vendors, graduate associates, student employees and those working in youth activities and programs disclose convictions that occur while involved at the university?

Individuals involved with the university must complete the Self-Disclosure form and submit it by email to [criminalconvictions@osu.edu](mailto:criminalconvictions@osu.edu) or submit via [HRConnection](#)

#### 3. How will the conviction and related information disclosed by current faculty, staff, appointees, volunteers, employees provided by third party staffing vendors, graduate associates, student employees and those working in youth activities and programs be evaluated, and by whom will the information be evaluated?

The unit HR or designee and HR director of employee relations or designee will work together to make a determination on suitability for continued involvement based on the information received and collected regarding the conviction. As appropriate, they may consult with others such as the dean or vice president, Academic Affairs, and/or Legal Affairs. Based on the information provided, a new background check may be required.

#### 4. Where can I obtain additional information?

Visit [hr.osu.edu/policies-forms](http://hr.osu.edu/policies-forms) [Policy 4.17](#)