**MSU College of Nursing APPEAL PROCESS**

for

Criminal History Record Information Challenge or Correction

Pursuant to federal statute, an individual may challenge the accuracy or completeness of any entry on his or her Criminal History Record Information (CHRI) response returned. Applicants wishing to challenge or correct his or her record must:

* Request an appointment with the director of Student Affairs within five days of having my CHRI response reported to me, if not proclaimed at the time of denial.
* Be given thirty days to rectify any questioned information within his or her record.

The Office of Student Affairs will provide you with a copy of your CHRI response upon request. Wherein, you will need to make contact directly to the agency which contributed to the information in question.

You can identify as to who the contributing agency is as it will be identified in your CHRI response.

Any challenge or correction progress conducted beyond the allotted time frame provided will only be considered at the discretion of the director of Student Affairs.

If you are unable to resolve the information in question through this method, you may contact for an: Out of State Record

Contact directly and make application to the FBI Criminal Justice Information Services (CJIS) Division, Attn: SCU, Mod. D2 1000 Custer Hollow Road, Clarksburg, WV 26306. Visit the FBI Website for more details, [https://www.fbi.gov/services/cjis/identity‐history‐summary‐checks](https://www.fbi.gov/services/cjis/identity-history-summary-checks).

In State Record

Contact directly the Michigan State Police at (517) 241-0606 or by e-mail at MSP-CRD- APPLHELP@michigan.gov. Please provide your name, method of contact, and reason behind your challenge or correction request (in detail).

As the applicant wishing to challenge or correct your record, it is your responsibility to keep the Office of Student Affairs informed of any progress during this process.

Upon successful completion of a challenge or correction, the applicant may request from the Michigan State Police, Criminal History help desk, (517) 241-0606 his or her updated record to be forwarded to the Office of Student Student Affairs.

I understand and agree to the terms and conditions set forth. I will work diligently to resolve any questioned information of my CHRI response and report back immediately to the Office of Student Affairs. I further acknowledge that I received a copy of the College of Nursing Appeal Process and a copy of my CHRI response (if requested).

Signature Date