
Procedure Number: 207a
Procedure Name: Procedure: Background Checks for Applicants and Students in the CNPD Department of Nursing
Reviewed by: Nursing Faculty
Last Review Date: 03/26/2021

A. Procedure

- I. Applicants who receive a letter offering admission will be notified that admission is contingent upon the successful completion of a criminal background check. The letter offering admission will specify a date by which the background check must be completed, and results deemed favorable in order to secure an admission spot. The application process will provide a place for self-disclosure of any misdemeanors or felonies. Self-disclosure will be reported to the Office of Students Services. Failure to disclose may result in a revocation of admission offer.
- II. Current students must complete a background check on an annual basis.
- III. If the report or self-disclosure contains findings of concern, the applicant will be notified and may be required, at the discretion of the Department, to submit additional information relating to the findings, such as a written explanation, court documents and police reports. The student will have 10 business days from notification in which to provide this information.
- IV. A committee comprised of the Undergraduate or Graduate Department Chair, the Undergraduate Council Chair and Graduate Council Chair, and Director of the Office of Student Services will convene to review the discrepancies or findings of concern of the background check, as well as any documentation submitted by the student. If the student is an undergraduate student, the Graduate Department Chair will serve on the committee and if the student is a graduate student, the Undergraduate Department Chair will serve on the committee.
- V. The committee will review all relevant information, including materials submitted by the student, in order to make a recommendation to the appropriate department chair. For students in the application process, the recommendation would be to allow the student to continue or to withdraw the offer of admission to the program. In the case of a currently admitted student, the recommendation would be to dismiss the student from the program or allow them to continue.
- VI. Recommendations made by the committee related to the criminal background review of applicants are final. The committee recommendations will be communicated to the appropriate department chair for a final determination of the student's admission or dismissal. The final decision regarding the background check finding will be communicated to the student by the department chair.
If the decision is to revoke the admission offer, the student is not eligible to reapply to the program until he or she is able to provide proof of resolution to the finding of concern.

A decision of dismissal of a current student based on a dismissal related to their background check results pursuant to this procedure is final and the student is not eligible to return to the program.

B. Committee Review Standards

- I. Factors the committee may consider when reviewing a background check and any other information submitted by the applicant/student include, but are not limited to one or all of the following:
 - a. The nature and seriousness of the offense or event
 - b. The circumstances surrounding the offense or event
 - c. The relationship between the duties to be performed as part of the educational program and the offense committed
 - d. Whether the offense or event was an isolated or repeated incident
 - e. The length of time that has passed since the offense or event
 - f. History of academic or disciplinary misconduct

- g. Evidence of successful rehabilitation
 - h. Accuracy and consistency of the information provided by the applicant or student
 - i. Self-disclosure to the Office of Student Services
- II. The committee will take into consideration how the background check results and reported information may impact the safety interests of our clinical partners, patients, and academic environment, as well as potential implications for the student regarding seeking and maintaining future licensure and employment.

C. Notification

- I. Background check reports and other submitted information are confidential and may only be reviewed by University officials and affiliated clinical facilities in accordance with the Family Educational Records and Privacy Act and this policy.
- II. Background check reports and other submitted information by students will be maintained in the Office of Student Services in accordance with the University's record retention policy for student records.
- III. Background check reports and other submitted information of applicants denied admission into the program will be maintained in accordance with the University's record retention policy. Only the letter of dismissal will be kept in the academic file; supporting documents and other information will be maintained in a separate file in the Office of Student Services.
- IV. Clinical placements may require students to release his or her background check record to a clinical agency pursuant to the clinical placement contract agreement with the agency where he or she is placed to complete their clinical education.

Approved by Nursing Faculty 10/24/14; R 03/22/19; **R 03/26/2021**