

**Student Background Checks  
College of Health Sciences**

**Adopted ----2005  
Revised – March 2009, August 2013**

**Practice Summary:**

Students enrolled in professional training programs within the College of Health Sciences are placed in educational and clinical settings where highly vulnerable clients such as minor children, individuals with disabilities, and/or the elderly, are routinely served. These clinical/practice training sites (including schools, hospitals, pharmacies, and social agencies) routinely require criminal background checks for all students who engage in clinical activities. Background checks shall be required on all provisionally admitted applicants.

**Who Should be Informed of this Practice:**

- Vice Presidents, Deans, Directors, Appointing Authorities
- Chief Administrative Officers and Managers
- Supervisors overseeing students
- Applicants for Admission to College of Health Science Programs
- Current Students in College of Health Sciences Programs

**Procedures:**

1. All students seeking admission into clinical training programs or educational programs within the College of Health Sciences will be advised that they must obtain and pay for a background check. The following written statement shall be included with all program application materials:

“Students seeking admission into the College of Health Sciences are required to obtain and pay for a criminal background check. These background checks are routinely required by schools, hospitals, and other agencies that participate in the clinical/ practice education of our students. The results of your criminal background check may determine if you will be admitted to our program. You must inform the Dean of the College if you are convicted of a crime while enrolled in your training program. Depending on the requirements of your program, you may also be required to update your criminal background check each year (experimental application/placement). Each training site will be informed that you have completed a background check prior to your placement at that site. .”

2. The background check should be obtained from:

**Viewpoint screening (info@viewpointscreening.com)**

3. The background check must include the following elements:

- a. social security number verification
  - b. seven year, multi-county or statewide felony and related Misdemeanor Criminal Record search; and Violent Sexual Offender and Predatory Register search
  - c. HHS/OIG List of Excluded Individuals/Entities- GSA List of Parties Excluded from Federal Programs
4. All fees associated with the background check shall be the responsibility of the student.
  5. The background check must be submitted directly from the search agency to the Dean of the College.
  6. Background reports shall be kept in electronic files by the provider. No background check information will be kept in the students' educational file.
  7. Only the President or his/her designee, the Dean of the College or his/her designee, Dean/Director of the program, UW General Counsel, and the Director of Risk Management shall have access to these records. No other dissemination of the information will be made without written consent of the student.
  8. Copies of the background check information shall not be released to the Student. The student may obtain his/her own information through the **Viewpoint Screening** application process, and print his/her own report if needed.
  9. Clinical facilities will be informed that the student has completed and passed a background check. The results of the background check will not be released to the facility by the College. The student may obtain and provide such information if required.
  10. If a negative background report is returned from the search agencies, the student will be advised to obtain a copy of the report from the search agency and the findings will be discussed with the student by the Dean of the College or his/her designee. The student will be informed that a) the training program requires successful completion of clinical/practice rotations at internal and/or external agencies (e.g. university clinic, hospitals, clinics, and/or schools) and b) the program may refuse to accept them for clinical training with a negative background report.

A negative background report may include but is not limited to such things as 1) crimes against the person (such as battery or assault), 2) crimes based on dishonesty or untruthfulness (such as theft or embezzlement), and 3) drug and other substance abuse-related crimes.

Students who have been convicted of one or more of the following crimes within 7 years prior to their application to the College will not be permitted into the program:

- Abduction
- Arson
- Assault (any degree)

Battery (felony)  
Breaking & Entering (felony)  
Burglary (felony)  
Child Abuse/child endangerment (felony)  
Child Pornography  
Credit Card Fraud (felony)  
DUI (felony)  
Embezzlement  
Explosives  
Forgery/Counterfeiting (felony)  
Weapons offenses (felony)  
Robbery  
Extortion  
Maiming  
Perjury  
Impersonation of a Police Officer  
Theft or Larceny (felony) within 5-year scope  
Kidnapping  
Controlled/Dangerous Substances (felony)  
Cruelty (felony)  
Indecent Exposure  
Murder, Homicide, or Manslaughter  
Attempted Murder  
Sexual Offenses whether in or out of 7-year scope (rape, molestation, incest)  
Sex Offenses involving a minor/or the elderly whether in or out of 7-year scope  
Prostitution/Child Prostitution  
Identity theft (felony)

Students who have been convicted of one or more of the following crimes will require review and approval of the Dean and/or his designees (and possibly additional investigation) before being admitted to the College:

Battery (misdemeanor)  
Breaking & Entering (misdemeanor)  
Burglary (misdemeanor)  
Child Abuse/Child endangerment (misdemeanor)  
Credit Card or Check Fraud (misdemeanor)  
DUI (misdemeanor)  
Forgery/Counterfeiting (misdemeanor)  
Handgun Violations (misdemeanor)  
Harassment  
Controlled/Dangerous Substances (misdemeanor)  
Cruelty (misdemeanor)  
Hate Crimes  
Hazing  
Obscene Matter

Welfare/Food Stamps Offenses  
Bribery  
Receiving Stolen Goods  
Identity theft (misdemeanor)

Note:

- Applicants with pending or unresolved cases may have their admission or participation in experimental programs delayed until disposition of any outstanding charges.
- All previous sexual offenses resulting in a non-conviction will require further review.