

**Student Background Checks
College of Health Sciences**

**Adopted ----2005
Revised – March 2009**

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 name of School/Division 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. You may also be required to update your criminal background check each year. 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:

LexisNexis (Peoplewise)

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 Lexis-Nexis 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)
Carrying a Weapon
Child Pornography
Credit Card Fraud (felony)
Embezzlement
Explosives
Forgery/Counterfeiting (felony)
Handgun violations (felony)
Poison
Robbery
Pickpocket (felony)
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
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

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)
Credit Card Fraud (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

Open Warrants/Fugitive from justice
Pending cases awaiting court dates
Bond Forfeiture
Deferred Probation
Suspended Imposition of Sentences
Pretrial Intervention (in-process or not completed)
Pretrial Diversion (in-process or not completed)
Diversion (in process or not completed)
Probation Violations
Stricken with Leave to Reinstate
1st Offender Programs/Youthful Offender (in progress or not completed) *where applicable according to state law

***All previous sexual offenses resulting in a non-conviction will require further review.