



National Criminal Background Checks

Policy Number: S - 3

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History

Effective: *Fall 2007*
Last Updated: *4/22/2021*

Responsible University Office:
Division of Health Sciences at IUPUC

Responsible University Administrator
Division Head

Policy Contact:
Administrative Assistant, 812-348-7250

Scope

Division of Health Sciences at Indiana University-Purdue University Columbus students.

Policy Statement

1. Continuing and returning students must participate in the background check via the Division of Health Sciences approved vendor on an annual basis. Students bear the cost of this check and must complete it by the published deadlines in order to participate as a student in the major.
2. Individuals requesting a transfer must submit the completed criminal history check via the required vendor prior to being considered for transfer into a Division of Health Sciences course or Division of Health Sciences program.
3. New applicants to the Division of Health Sciences at IUPUC who fail to disclose criminal background activity on the disclosure section of the application will be denied admission to the Division of Health Sciences regardless of the severity of the offense.

- a. The history of students and applicants who have a positive criminal background check will be reviewed by the Division Head to determine appropriateness to begin or continue in the program.
 - b. Students who are not eligible to be placed in clinical practical sites will not be allowed to begin or continue in the program.
 - c. The Division Head (or designee) may seek further information from the student and other sources in order to make a decision in any case.
4. Applicants or students denied admission or not allowed to continue will be reported to the Admission Progression and Graduation (APG) committee.
 5. Designated individuals from the Division of Health Sciences will be responsible for collecting and maintaining updated criminal background histories for each student admitted to a Division of Health Sciences program.
 6. Designated individuals from the Division of Health Sciences will be responsible for providing accurate and updated information on the need for and process of obtaining criminal background histories to students.
 7. All student disclosure forms will be submitted by the established Division of Health Sciences application deadlines.
 8. Criminal background check deadlines for newly admitted students will be determined and communicated via the admission letter. Students who fail to submit documents by the established deadline will be unable to proceed.

Reason for Policy

A national criminal background check is required of all individuals applying to a Division of Health Sciences major and annually thereafter. Applicants to any Division of Health Sciences program are required to submit the completed criminal history information following the instructions provided in the acceptance letter and on the Division of Health Sciences website. No limited criminal history check will be accepted from any other source other than the approved Division of Health Sciences vendor. Once in the program, students are responsible for providing an updated national criminal background check on a yearly basis, and/or based on clinical agency request, and/or change in their status. Changes in the criminal background status must be reported

within seven (7) working days to the Division Head (or designee). Students are financially responsible for obtaining all criminal background information.

A criminal history may preclude clinical practicum placement and may affect the ability of the graduate to obtain a license. Students accepted in the program must be acceptable for placement in our clinical facilities in order to meet program requirements. While a conviction of a crime does not automatically disqualify an applicant for consideration of admission to the Division of Health Sciences at IUPUC or continuation in the program, a criminal history may be grounds for denial or dismissal depending on the facts and circumstances surrounding each individual case. Consistent with Indiana Code 16-28-13Section 3a, applicants may be considered ineligible for admission consideration or continued status as a student in the Division of Health Sciences.

History

Last approved at Faculty Staff Council 5/26/2021.

Approved at Synergy 2017.

Last reviewed by Policy and Procedures Committee 4/22/2021.

Adapted from IUSON Core policy number: H_03, old policy number: VI-A-36.