

Criminal Background Checks

Policy Information			
Policy#:	ACA.6010	Reviewed Date(s):	6/12; 1/23
Date Created:	August 1, 2006	Revised Date(s):	5/15; 4/17; 11/17; 3/18; 1/23
Policy Owner:	Dean of Students	Council/Committee Recommendation:	Provost Council
Responsible University Administrator:	VP Enrollment Management and Student Affairs	President Council Approved Date:	April 6, 2023

1. Purpose

- 1.1. To promote the safety and security of the Baptist Health Sciences University (Baptist University) community and its related constituencies.
- 1.2. To assist students in meeting requirements for placement in clinical health care facilities through documentation of a satisfactory criminal background check.

2. Policy

- 2.1. Students applying to all undergraduate and graduate programs must submit to and demonstrate satisfactory completion of a criminal background check as a requirement for enrollment to Baptist University. The background check must be completed prior to the first day of class in the initial matriculation term.
- 2.2. A mandatory update must be completed prior to initial placement in a clinical course or internship. While enrolled in clinical courses/internships, students may be required by clinical agencies/affiliates to complete additional background checks including but not limited to the collection of fingerprints.
- 2.3. Students applying to completion programs who are practicing in the field in which they are applying and hold an unencumbered license are required to complete a full background check prior to entering clinical sites.
- 2.4. Students who refuse to submit to a background check or refuse to allow Baptist University access to the report will be dismissed from Baptist University and ineligible for readmission. Those who do not pass the background check are afforded the opportunity to explain the circumstances surrounding the situation. If the student is ineligible for clinical placement/internship, they will be dismissed from Baptist University.
- 2.5. Students are required to sign a statement of disclosure acknowledging that Baptist University may disclose the outcomes of background checks to clinical agencies during the course of the student's enrollment at Baptist University.

3. Definitions

- 3.1. None.

4. Procedure

- 4.1. All incoming students must complete a full background check prior to initial enrollment. Exceptions include students in completion programs as noted in the above policy.
- 4.2. All undergraduate and graduate students entering clinical placements or internships must complete a mandatory update prior to initial placement in a clinical course or internship. Pre-clinical/internship background checks must be completed before the first day of clinicals. The Clinical Compliance Coordinator will contact program faculty asking they identify students who need an update to their background check. The Clinical Compliance Coordinator will notify students via their University email account the trimester before the start of clinical placements or internships to provide full instructions
- 4.3. If the clinical agency/affiliate requires an additional background check prior to placement, the clinical coordinator for the academic program or their designee will notify the Clinical Compliance Coordinator of the additional requirement. The Clinical Compliance Coordinator will then notify the student via the student's official Baptist University email account of the additional requirement and the instructions for completing it.
- 4.4. The criminal background check will include but is not limited to: National Criminal Database Search; National Sex Offender Search; Tennessee Abuse Registry; I-MED Level 3; County Criminal Records Search, Licensure, Certification and Designation.
- 4.5. Situations in which a person does not have a satisfactory background check will be reviewed on a case-by-case basis. Convictions involving the following crimes, but not limited to these crimes, may serve to disqualify a person from participating in required clinical learning experiences:
 - 4.5.1. A felony violation
 - 4.5.2. Crimes involving drugs, including but not limited to unlawful possession or distribution
 - 4.5.3. Crimes of physical violence to include any type of abuse (child, spousal, or of the elderly), abduction such as kidnapping, manslaughter, murder, robbery, sexual crimes, possession of a restricted firearm or any related weapons offenses, assault and battery
 - 4.5.4. Crimes against property, including but not limited to arson, theft of property and merchandise, vandalism, criminal trespass, larceny and burglary
 - 4.5.5. Crimes showing dishonesty, including but not limited to fraud, forgery, deception or financial exploitation of any person or employer
- 4.6. A private company approved by Baptist University conducts all background checks required by this policy. The cost of the background checks will be borne by the student.
- 4.7. In the event of an adverse action prior to initial enrollment, Baptist University will notify the applicant to make an appointment with the Dean of Students to review the results of the background screen. In the event of an adverse action prior to entering clinicals or internships, Baptist University will notify the student to schedule an appointment with the Dean of Students to review the results of the background screen. The student must bring a copy of the report to the appointment. The Dean of Students will review the results of the report and in consultation with program faculty and other appropriate parties determine if the student is eligible for enrollment or clinical placement.
- 4.8. Students are responsible for determining eligibility for certification/licensure by the appropriate credentialing organization(s) and/or state licensure board for their profession.

5. Related Information

- 5.1. ACA.6072 Undergraduate Admissions

5.2. ACA.6074 Admissions DNP

6. Publications

Yes	Publication	Yes	Publication
	University Academic Catalog		University Website
	University Student Handbook		MyCampus
	University Faculty and Staff Handbook		Other University Publication: