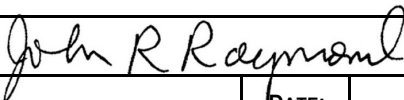


**MEDICAL UNIVERSITY OF SOUTH CAROLINA
OFFICE OF ACADEMIC AFFAIRS AND PROVOST
POLICY MEMORANDUM**

		MEMORANDUM ID:	AA-2004-01-STUDENTS
TITLE:	CRIMINAL BACKGROUND CHECKS FOR INCOMING STUDENTS		
ORIGINATOR:	EDUCATIONAL ADVISORY COMMITTEE	DATE:	NOVEMBER 2, 2004
REVIEWED/APPROVED:	DATE:	SIGNATURES:	
DEANS' COUNCIL	12/20/04		
PRESIDENT'S COUNCIL	1/19/05		
VPAA	12/20/04		
IMPLEMENTATION:	IMMEDIATELY UPON APPROVAL	DATE:	JANUARY 1, 2005
DISTRIBUTION:	ALL ACADEMIC UNITS		

I. RATIONALE:

Protection of vulnerable patient populations is of utmost importance to the Medical University of South Carolina, its academic programs, faculty, and students and to clinical affiliation sites where students complete clinical requirements for completion of an academic program. Many clinical sites and the Joint Commission on Accreditation of Health Care Organizations require criminal background checks for employees and students who provide patient care.

II. POLICY:

The Colleges of Dental Medicine, Graduate Studies, Health Professions, Medicine, Nursing, and Pharmacy require that all matriculating students have a criminal background check completed. Positive criminal record findings will be reviewed by the college and MUSC Legal Counsel for appropriate action and reporting.

III. PROCEDURES AND GUIDELINES:

1. Each matriculating student in the Colleges of Dentistry, Graduate Studies, Health Professions, Medicine, Nursing, and Pharmacy will consent to having a criminal background check completed. The consent form will state that the program will need to share the information with a scheduled clinical facility if a criminal record is found. Upon payment of the matriculation fee, the Office of Enrollment Services will send the student names (batch mode) to Human Resources to have at minimum a state-level criminal background check completed.
2. Human Resources will initiate a *MUSC Student Criminal Background Check Form* (attached) on each student for whom a criminal record is found. The nature and date of the offense will be recorded. If a criminal record is uncovered, the appropriate Dean's Office will be notified by phone by Human Resources (HR) and the MUSC Student Criminal Background Check Form will be sent promptly to the appropriate Dean's Office administrator. Human Resources will keep a record of all criminal record searches performed for a minimum of five years.
3. If no record is found, the student is cleared to proceed in the program. If a criminal record is uncovered, the student will be notified by the Dean's Office administrator and they will meet to determine the nature of the offense and whether it will jeopardize the student's status in the program and of possible alternatives regarding completion of the educational program and potential for obtaining licensure. The student will have the opportunity to provide documentation regarding the offense.

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4. Legal Counsel will be notified if the nature of the offense poses risk potential of the student going on clinical rotation or continuing in the program. Offenses that have been committed within the past 5 years and/or repeated offenses will be considered as significant factors in making a final determination. The designated administrator will make a recommendation for action to the Dean, and if warranted will have received an opinion from MUSC Legal Counsel.
5. If the student is able to clear the charges (i.e., incorrect charge, not guilty, or expungement) by submitting appropriate paperwork, the student is cleared to proceed in the program.
6. If the student has an offense that is considered minor by the MUSC Legal Counsel, the designated administrator will prepare a letter to send to the health care agency (upon approval from the Dean) that assures that the student is of low or no risk to the agency where the student will have clinical placement.
7. If the student has an offense that is considered major or questionable by the MUSC Legal Counsel, the student could be dismissed from the program of study. If there is a major offense and the student continues in the academic program, the Dean's office administrator will be responsible for sharing this information with the clinical agency administrator. The clinical administrator will determine if the student may attend that agency for learning experiences.
8. After counseling with the student, the designated administrator from the Dean's Office will prepare a summary statement which along with the *MUSC Student Criminal Background Check Form* will be kept on file in the Dean's Office for four years or until the student graduates or officially ceases to be a student at the university.
9. If a student disputes any questionable or negative findings, they will be given an opportunity to appeal the decision and findings to the Dean of the college.

IV. ACCESS:

Criminal Background Checks for Incoming Students Policy will be available from the Office of the Vice President for Academic Affairs and Provost. It will be distributed digitally and by hardcopy to all units reporting to the Provost, and be maintained on the Office of Academic Affairs website <www.musc.edu/academic/>. The Vice President for Academic Affairs and Provost, or a designee, will be responsible for monitoring and maintaining the policy. This policy will be reviewed for revision as needed. This memorandum is a public document and has no restriction on its distribution.

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MUSC Student Criminal Background Check Form

Name of student:

Enrolled College at MUSC:

Date of Criminal Background Check:

Findings from the Check:

Signed: _____ **Date:** _____
 HR representative

Action to be taken (none required if student has no offense):

Designated Administrator for the College of **Date:** _____

Dean of the College of **Date:** _____

Student **Date:** _____

MUSC Legal Counsel **Date:** _____