AULTMANCollege OF NURSING AND HEALTH SCIENCES		
TITLE:	ORIGINAL EFFECTIVE DATE:	
Background Check and Fingerprinting	01.08.06	
	<b>REVISION DATE:</b>	VERSION:
	10.03.11	3

# (This policy rescinds any previous publication covering the same material)

#### I. Policy:

Criminal background checks and fingerprinting have been introduced into clinical and school affiliation agreements in accordance with a Joint Commission Standard. Certain criminal offenses preclude a student from entering the clinical setting. Therefore, in the interest of assuring that students can take part in the essential clinical experience, and of retaining students who meet the requirements of licensure and practice, Aultman College requires that all students prior to enrollment undergo a criminal background check that includes fingerprinting. Continuing students will be required only to complete an annual background check.

It is within the sole discretion of the College whether information discovered via the background check supports a decision to preclude a student from enrolling in or to dismiss a student from the College. Certain findings on the criminal background check, including but not limited to felony convictions, may prevent individuals from obtaining a license. If the report contains negative information, the applicant or student may be required to submit additional documentation relating to the incident, including court records or a written explanation. The College will notify, in writing, an applicant or student who will be denied admission or dismissed from the College based in whole or in part on information contained in a report generated by the background check.

Aultman College has designated an approved vendor to perform the criminal background screenings and fingerprinting. Results from any company besides the approved vendor will not be accepted.

All active students will be required to complete an annual background check. An active student who violates any of the laws covered by the background check policy is required to report any violation to the College. Such violations may be cause for dismissal. Failure to report a violation will result in automatic dismissal from the College. The criminal background check policy is available under "documents" on the student portal and the College website at <a href="https://www.aultmancollege.org">www.aultmancollege.org</a>.

II. **Purpose:** In accordance with Joint Commission Standards, all students must complete a background check and fingerprinting prior to admission to the College and background checks annually.

#### III. **Definitions:**

#### **IV. Procedure:**

- A. Upon acceptance to the College, students will be provided detailed information regarding the procedure for completing this requirement.
- B. Applicants and students must give consent to the approved vendor to conduct the criminal background check and provide findings to Aultman College. Failure to provide consent will result in the applicant's being denied admission to Aultman College or a student's dismissal from Aultman College.
- C. The criminal background check must be completed by the approved vendor during the time period and by the deadline indicated on the New Student Checklist.
- D. The applicant or student is responsible for all fees associated with the required background check.
- E. Applicants and students may not use similar reports on file with any other school or agency to meet this background check requirement.
- F. Results of the criminal background check will be sent to Aultman College.
  - A pass/fail result according to risk-factor assessment criteria will be obtained (see attached).
  - In the event of failure of an applicant, the applicant will usually be sent a denial letter
  - All denial letters will be accompanied by A Summary of Your Rights Under the Fair Credit Reporting Act.
  - Additional information may be requested from the applicant as needed to verify offense conviction.
  - In the event of failure of a currently enrolled student, the Vice President responsible for enrollment will obtain specific information from the background check related to the failure.
  - Evaluation of the failure will be completed prior to determination of eligibility or enrollment, and the student will be provided with a written explanation of the College's decision.
  - Results will be confidentially maintained by the College, to the extent required or permitted by law.

#### Background Check Student Appeal

Following the receipt of a written appeal letter from the student, the Vice President responsible for enrollment will gather the necessary information regarding the appeal from the student or applicant. The Vice President will then hold an appeals committee meeting consisting of program director(s), staff, and faculty representation. The program will consider the offense based on the following guidelines:

- The nature and seriousness of the offense
- The applicant's age at the time of the offense
- The number of prior offenses or the length of time since the most recent conviction of or guilty plea
- The age and mental capacity of the victim
- The likelihood that the circumstances leading to the offense will reoccur
- The applicant's efforts at rehabilitation
- Whether any criminal proceedings are pending
- Other factors that are deemed relevant to the applicant's academic and clinical training
- Ability to obtain licensure

### V. Approvals:

External Reviewer: 3/13/13; Legal 4/10/13 Enrollment Management Council: 4/9/13

Administrative Council: 4/29/13

#### VI. Location:

Catalog

Aultman College clinical affiliation agreements require that all full- and part-time
degree-seeking students complete an annual background check. The background
check must be completed by the College's approved vendor at the student's
expense. Failure to complete the annual background check will result in the
student's being excluded from all courses and clinical experiences, which may
affect program progression. Failure to achieve a satisfactory background check
outcome in accordance with College policy will result in dismissal from the
College. Reminders and procedures will be sent to students when it is time to
meet the annual background check requirements.

#### Student Handbook

• Aultman College clinical affiliation agreements require that all full- and part-time degree-seeking students complete an annual background check. The background check must be completed by the College's approved vendor at the student's expense. Failure to complete the annual background check will result in the student's being excluded from all courses and clinical experiences, which may affect program progression. Failure to achieve a satisfactory background check outcome in accordance with College policy will result in dismissal from the College. Reminders and procedures will be sent to students when it is time to meet the annual background check requirements.

# **Source:**

# **Related References:**

# Criminal Background Risk-Factor Assessment

# Offenses that are absolute bars for admission:

If an applicant has been convicted of or pled guilty to any one of the following offenses (or any substantially equivalent offense in any state), the applicant cannot be admitted.

Based on Ohio Revised Code	Offense	
2903.01	Aggravated Murder	
2903.02	Murder	
2903.03	Voluntary Manslaughter	
2903.04 (Division A)	Involuntary Manslaughter (with sexual	
	motivation)	
2903.06	Aggravated vehicular homicidevehicular	
	homicidevehicular manslaughter.	
2903.11	Felonious Assault (with sexual motivation)	
2903.12	Aggravated Assault	
2903.13	Assault	
2903.15	Permitting child abuse	
2903.16	Failing to provide for functionally impaired	
	person	
2903.21	Aggravated Menacing	
2903.211	Menacing by stalking	
2903.22	Menacing	
2903.34	Patient Abuse or Neglect	
2905.01	Kidnapping (with sexual motivation OR if the	
	victim is under 18)	
2905.02	Abduction (if the victim is a minor)	
2905.03B	Unlawful restraint with sexual motivation	
2905.05	Criminal child enticement	
2905.11	Extortion (does not apply for children)	
2905.12	Coercion	
2905.32	Compulsion to involuntary servitude	
2907.02	Rape	
2907.03	Sexual Battery	
2907.04	Unlawful Sexual Contact with a Minor	
2907.05	Gross Sexual Imposition	
2907.06	Sexual Imposition	
2907.07	Importuning	
2907.08	Voyeurism	
2907.09	Public Indecency	
2907.12	Felonious Sexual Penetration	
2907.21	Compelling prostitution	

2907.22	Promoting prostitution
2907.23	Enticement or solicitation to patronize a
	prostitute; procurement of a prostitute for
	another
2907.25	Prostitution
2907.31	Disseminating Matter Harmful to Juveniles
2907.32	Pandering Obscenity
2907.321	Pandering Obscenity Involving a Minor
	For older adults: Division (A) (1) or (A) (3)
	For children: 2907.321
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2907.322	Pandering Sexually–Oriented Matter Involving
	a Minor  For older adults: Division (A) (1) or (A) (2)
	For older adults: Division (A) (1) or (A) (3) For children: 2907.322
2907.323	Illegal Use of a Minor in Nudity-Oriented
2701.323	Material or Performance
	For older Adults: Division (A) (1) or (A) (2)
	For children: 2907.323
2909.02	Aggravated arson
2909.03	Arson
2909.24	Terrorism
2911.01	Aggravated Robbery
2911.02	Robbery
2911.11	Aggravated Burglary
2911.12	Burglary
2911.13	Breaking and Entering
2913.02	Theft
2913.03	Unauthorized Use of a Vehicle
2913.04	Unauthorized Use of Property; Unauthorized
	Access to Computer Systems
2913.11	Passing Bad Checks
2913.21	Misuse of Credit Cards
2913.31	Forgery
2913.40	Medicaid Fraud
2913.43	Securing Writings by Deception
2913.47	Insurance Fraud
2913.51	Receiving Stolen Property
2917.01	Inciting to violence
2917.02	Aggravated riot
2917.03	Riot
2917.31	Inducing panic
2919.12	Unlawful abortion
2919.22	Endangering Children
2919.24	Contributing to the Unruliness or Delinquency
2010.25	of a Child
2919.25	Domestic Violence

2921.03	Intimidation
2921.04	Intimidation of attorney, victim or witness in
	criminal case
2921.11	Possession of controlled substances
2921.34	Escape
2921.36	Illegal Conveyance of Weapons or Prohibited
	Items onto Grounds of Detention Facility or
	Institution
2923.12	Carrying Concealed Weapons
2923.13	Having weapons under disability
2923.161	Improperly Discharging a Firearm/Habitation
	or School
2925.02	Corrupting Another With Drugs
2925.03	Drug Trafficking Offenses
2925.04	Illegal Manufacturing of Drugs
2925.05	Funding Drug Trafficking
2925.06	Illegal administration or distribution of
	anabolic steroids
2925.11	Drug Abuse
2925.13	Permitting Drug Abuse
2925.22	Deception to Obtain a Dangerous Drug
2925.23	Illegal Processing of Drug Documents
3716.11	Placing Harmful Objects in Food or
	Confection
4511.19	More than one (1) offense of Operating
	Vehicle Under the Influence of Alcohol or
	Drugs-OVI

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