

# Policy - Student Criminal Background Check

**Origin Date:** March 10, 2014

**Last Evaluated:** April 2019

**Responsible Party:** Program Director

**Minimum Review Frequency:** Biennially

**Approving Body:** Principal Faculty

**DPAS Associated forms:** CBSO Student Release Form

## Background and Purpose

High Point University Department of Physician Assistant Studies (DPAS) requires a background check on all of its conditionally admitted applicants and current students in order to enhance the health and safety of patients, students, faculty, and staff in the academic and clinical environments, to adhere to applicable healthcare regulations, and to attest to affiliated clinical facilities a student's background and eligibility status. The background check will identify incidents in an applicant's or student's history that might pose a risk to patients or others.

## Policy Statement

All High Point University Physician Assistant Studies (PAS) conditionally admitted applicants and current students will be required to undergo criminal background and sex offender (CBSO) checks prior to matriculation (45 days prior to classes starting), annually, or more frequently, at the discretion of the clinical facility. For conditionally admitted applicants, the offer of admission is conditional upon results of the background check. If a conditionally admitted or current student declines to undergo a background check while enrolled in the program or if findings of a grievous nature are revealed, this will be grounds for revoking offer of admission or dismissal from the program. Costs of the CBSO checks are the responsibility of the applicant/student. A copy of the CBSO check results will be made available to the applicant/student upon request. Other copies will be distributed as appropriate on a need-to-know basis. All applicants/students will sign a release form indicating that the program has the right to release appropriate information to clinical sites.

CBSO check results that limit the Program's ability to secure clinical experiences may prevent a student from progressing in their didactic phase of study, being promoted to the clinical education phase or being recommended for graduation. By accepting admission to the Program, applicants agree to submit to national criminal background checks, and also agree to pay expenses associated with this requirement.

Acceptance into and successful completion of the High Point University PAS Program does not imply or guarantee that the student will obtain state licensure upon graduation.

## Process

### **I. Examination of information obtained through criminal background and sex offender check**

- a. The Chair of the Department of Physician Assistant Studies will review the yearly CBSO check report results for all conditionally admitted applicants and enrolled students. In the event a CBSO check report contains adverse information that may subsequently prevent progression through the didactic or clinical phase of study, limit the program's ability to secure clinical experiences, or be recommended for graduation, the applicant/student will be informed and provided with the contact information to challenge the finding or provide explanatory information.

### **II. Appeals process**

- a. Dean of the Congdon School of Health Sciences
  - i. A conditionally admitted applicant or PAS student dismissed from the program may appeal the program's decision. The appeal must be made in writing and received by the Dean of the Congdon School of Health Sciences within seven days after the program renders its decision.
  - ii. The Dean will consider the request for appeal.
  - iii. The applicant/student may request a meeting with the Dean. The Dean will determine whether such a meeting is necessary and will determine any terms of the meeting.
  - iv. The Dean will render a decision on the matter within seven days of receipt of the appeal request.
  - v. The applicant/student, Chair of the Department of Physician Assistant Studies, and the Graduate Operations Office will be informed of the Dean's decision.
- b. Provost and Vice President for Academic Affairs
  - i. A conditionally admitted applicant or PAS student dismissed from the program, and whose subsequent appeal to the Dean has also been denied, may appeal the Dean's decision. The appeal must be made in writing and received by the Provost and Vice President for Academic Affairs within seven days of the Dean's decision.
  - ii. The Provost will consider the request for appeal.
  - iii. The applicant/student may request a meeting with the Provost. The Provost will determine whether such a meeting is necessary and will determine any terms of the meeting.
  - iv. The Provost will render a decision on the matter within seven days of receipt of the appeal request.
  - v. The applicant/student, Dean of the Congdon School of Health Sciences, Department Chair and the Graduate Operations Office will be informed of this decision.
  - vi. The decision of the Provost and Vice President for Academic Affairs regarding dismissal is final and cannot be appealed.

### **Maintenance of Records and Confidentiality**

Information obtained for the purpose of and during the CBSO check will be retained by the Chairperson of Department of Physician Assistant Studies separate from other student educational and academic records.

Confidentiality will be maintained consistent with FERPA and any other appropriate guidelines.

**Approved by:** Principal Faculty

**Modified:** February 5, 2015, April 2017 (includes merging with DPAS Admissions Criminal Background Check Policy), April 2019

**Next Review:** Spring 2021