



Policy

Title:	Student Background Check
Effective Date:	August 18, 2016
Approved By:	President’s Council
Responsible Party:	Dean of Student Affairs
History:	

I. PURPOSE

The purpose of this Background Check Policy ("Policy") is to set forth the requirements and processes for background checks that are to be completed on Salus University students who participate in clinical education as part of their program of studies.

II. DEFINITIONS

Criminal Conviction means being found guilty, entering a guilty plea or pleading no contest to a felony and/or misdemeanor, other than a minor traffic violation. Convictions for which the individual’s record has been expunged may not be considered.

Criminal History Check refers to the process of obtaining information regarding a student’s criminal history record in the jurisdictions where the student currently resides and formerly resided, as well as a review of federal convictions.

Pennsylvania Child Abuse Registry Check refers to the process of gathering and reviewing history records furnished by the State of Pennsylvania, which provide information on being an alleged perpetrator in a pending child abuse investigation or a found perpetrator in a concluded child abuse report.

Residential Students are those students who participate in a program of studies that conducts 50% or more of its program in a facility managed by the University.

Risk Council refers to the University council consisting of the University’s Legal Counsel, Dean of Student Affairs and a faculty member appointed by the Faculty of Salus University (FOSU).

Social Security Verification Check refers to the process of verifying that the social security number provided by a student is validly issued and associate with such student

III. POLICY

1. All Residential Students are to submit to the following background checks administered by the University, through its designated provider, on an annual basis:
 - a. Criminal Conviction Check - State and Federal
 - b. Pennsylvania Child Abuse Registry Check
 - c. Social Security Number Verification Check
 - d. FBI Fingerprint Check

Physician Assistant students may be subject to additional checks as detailed in their program of study's Student Handbook.

Failure to submit to all background checks and receive clearances by their due dates shall render a student ineligible to participate in clinical education until their clearances are received. The student shall be charged with unexcused absences during such period or ineligibility.

2. Background checks shall be used to evaluate the student's eligibility to be engaged in educational activities offered by the University and will not be used to discriminate on the basis of any protected class.
3. Background check information shall be treated as confidential information under the Confidentiality of University Records and Information Policy.
4. Results shall be evaluated by the Risk Council. If something is discovered in a background check report not previously disclosed on the student's application, a copy of the report will be provided to the student. The student will be informed that the vendor was not involved in any decision adverse to the student, will be informed how to contact the vendor, and shall have the opportunity to challenge the accuracy or completeness of the report with the vendor. If something is discovered in a background check that (a) renders the student ineligible to participate in clinical education as part of their program of studies or (b) demonstrates that the student misrepresented or withheld information that should have been disclosed on their application, the applicant's acceptance may be rescinded.