



**CRIMINAL BACKGROUND CHECK / DRUG SCREENING:  
STUDENT POLICIES, PROCEDURES & INSTRUCTIONS**

**COLLEGE OF HEALTH PROFESSIONS**

**"Optimizing Wellness for Life"**

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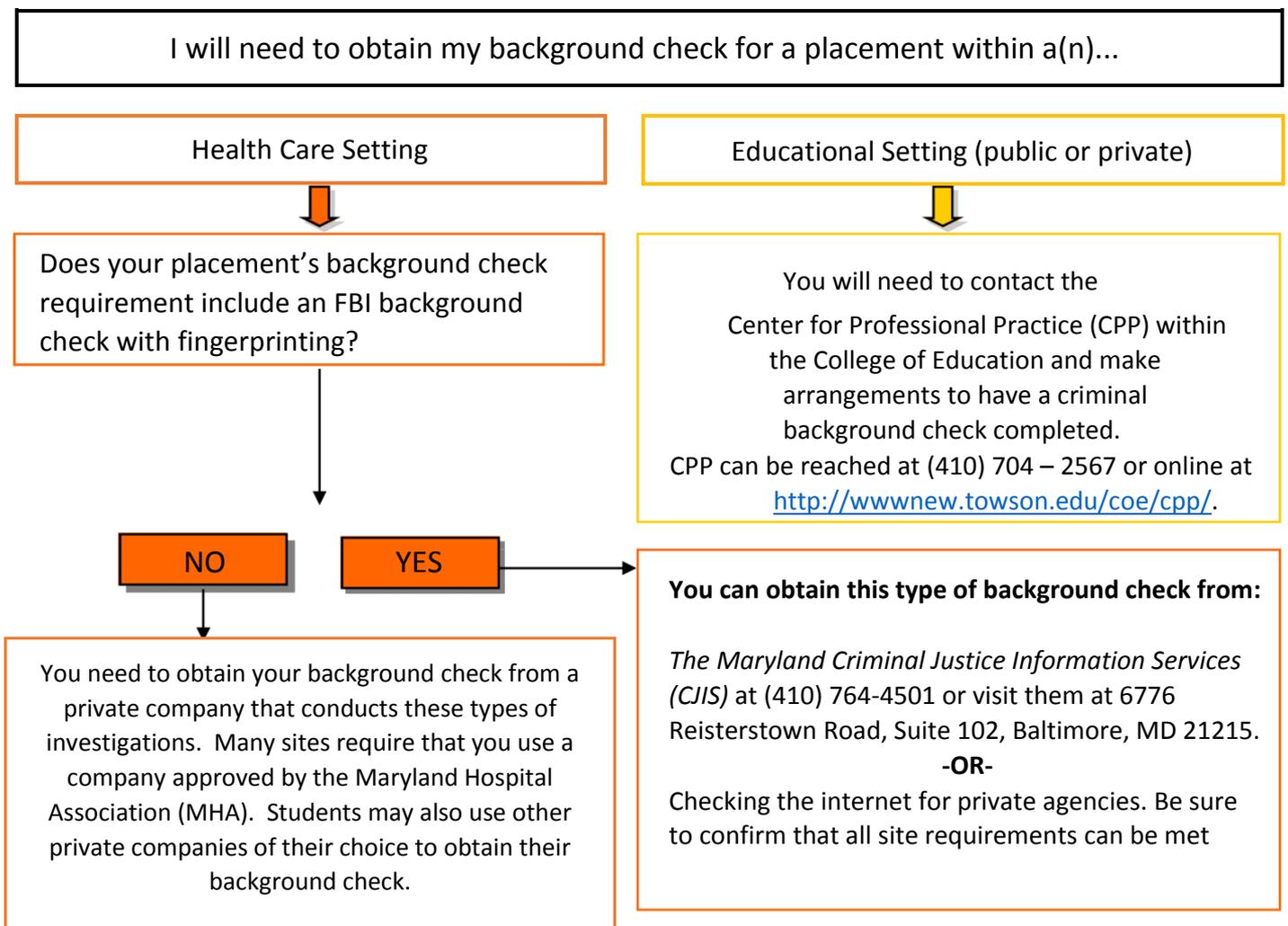
# STUDENT GUIDE FLOWCHART

## FLOWCHART

### DOES YOUR OFF-CAMPUS INTERNSHIP OR CLINICAL PLACEMENT REQUIRE A CRIMINAL BACKGROUND CHECK?

To find out if you need a background check, be sure to inquire from **both** your program's placement coordinator **and** the off-campus coordinator of the facility where you will be working. **If you need to obtain a criminal background check**, this chart should be used to help you determine **which type** of criminal background check you will need. Determine whether your placement is in a health care or educational setting and follow the chart.

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## STUDENT POLICIES AND PROCEDURES

- 1) Each placement site develops its own eligibility standards for student participation in the setting.
  - A finding on a student's criminal background check may yield a rejection from some sites, but may not yield a rejection from other sites. The student can inquire about the reason for rejection from the site.
  - If a placement site rejects a student for placement, and the student believes the rejection is due to inaccurate findings by the vendor, the student may appeal the review findings to the vendor, who will follow applicable appeals procedures.
- 2) A student rejected from a site must meet with his/her academic placement coordinator prior to being placed in a second setting.
  - Criminal background check results are confidential and the results are not shared with the school.
  - The coordinator will review the procedures with the student to determine the possible next placement.
- 3) Following a rejection from a site based on criminal background check results, Towson University will attempt to place a student in another fieldwork site that also requires a criminal background check.
  - Towson University will notify the second site that the student was considered ineligible at the first site as a result of his/her criminal background check.
- 4) Towson University will not assign placement sites to students on the basis of the sites' requirements for criminal background checks.
  - Some students may be required to obtain background checks and others may not; some sites may require drug testing or fingerprinting and others may not.
  - Site assignments will be based on a number of factors including availability, type of experience needed, and student interest.
  - Students are responsible for incurring the expenses involved with all levels of background checks.
  - Fingerprinting, drug testing, and search of additional names or places of residence may incur additional costs.
  - It is anticipated that the background check requirement will grow increasingly common in health care and other settings.
- 5) Students who are rejected from two placement sites on the basis of their criminal background checks will be considered to be unable to complete program requirements and may be dismissed from their programs.
  - Students dismissed from one program in the College of Health Professions may not enroll in another program within the College.
  - Students are strongly encouraged to consider the ramifications resulting from any negative findings on their criminal background checks when they select a career in health care or education.
  - Students have the right to an appeals process through the Office of Student Conduct and Civility Education as outlined in the Undergraduate Catalog.
- 6) Once students have been assigned to a placement site that requires a criminal background check, they must obtain that check no less than 21 days prior to the start of the placement.
  - Students who maintain continuous enrollment will generally not be required to obtain more than one background check during their tenure in the program.
  - Some placement sites may require more extensive background checking than others, which may necessitate additional work on the part of the student.
- 7) Although The College of Health Professions will make reasonable efforts to maintain updated files of the requirements of all placement sites, the student is responsible for contacting the site and verifying the need for a criminal background check.