



## **BACKGROUND CHECK POLICY**

### **Purpose**

Oklahoma State University (OSU) – Center for Health Sciences (CHS) College of Osteopathic Medicine (COM) requires a background check on all of its 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 and licensure entities regarding a student's background and eligibility status. The background check will determine whether there are incidents in an applicant's or student's history that would potentially pose a risk to patients or others.

Medical licensure is controlled by state licensing boards. Admission to OSU-CHS College of Osteopathic Medicine does not guarantee eligibility for licensure in any jurisdiction.

### **Policy**

All students accepted and enrolled in the Oklahoma State University College of Osteopathic Medicine must meet admission and technical standards. As part of the application process, all students accepted into the College of Osteopathic Medicine must submit required information to a criminal background investigation company identified by the college. All costs related to obtaining background checks are the responsibility of the student. Acceptance to Oklahoma State University College of Osteopathic Medicine is conditional on background check results that are acceptable to the College of Osteopathic Medicine.

Students enrolled in the Graduate College with provisional acceptance to the College of Osteopathic Medicine must submit to a background check at the time of acceptance and again prior to matriculating in the College of Medicine. Currently enrolled students must also submit to a background check prior to gaining eligibility to participate in any clinical activity. Failure to do so will result in the student's case being forwarded to the Academic Standards Committee for action. Additional checks will be performed when required by law or by affiliated clinical facilities. The Oklahoma State University College of Osteopathic Medicine also retains the right to require a student to submit to a criminal background check at any time during their medical school program.

In cases where a criminal record appears in the results of the background check, a copy of the report will be given to the prospective or current student and he/she will be allowed to respond to the information contained within the report. The background check, and any student response, will be forwarded to the Background Check Review Committee of the College of Osteopathic Medicine for consideration and they will make a recommendation to the Dean and Provost.

The handling of all records and subject information will be strictly confidential and will adhere to the Family Educational Rights and Privacy Act (FERPA). Adverse findings that result in action taken by the Background Check Review Committee while a student is enrolled will become part of a student's academic record.

### **Definitions**

"Background check" is defined as including, but not limited to, a combination of the following screening for every state and county of residence:

- Social Security Report (name/address search);
- County Criminal Record History;
- Statewide Criminal Records History;
- Federal Criminal Records History;
- National Criminal Database search;
- Office of Inspector General List of Excluded Individuals’;
- General Services Admin. Excluded Parties Listing; and
- National Sex Offender Public Registry.

“Background Check Review Committee” is defined as a combination of employees from the Offices of Enrollment Management, Clinical Education, and Academic Affairs appointed by the Provost and Dean to review any adverse findings on criminal background checks and make recommendations to the Dean and Provost regarding any necessary actions.

## **Procedures**

### **A. Permission to Conduct the Investigation**

Prior to matriculation, students will be sent instructions on how to request their criminal background check. Any accepted student that fails to complete the required background check prior to the first day of class will not be allowed to begin the program until this requirement has been met, and may jeopardize their admission status at OSU-COM. Accepted students who receive notice of acceptance to OSU-COM within thirty (30) days of the start of class will have thirty (30) days from the date of acceptance to complete the required background check.

Current students will be notified by email, which will include instructions, when they are required to request their criminal background check and they will also have ten (10) business days from the time of the notification to request their criminal background check. The Assistant Director of Admissions may make exceptions on a case-by-case basis. Students must access the background check vendor's website and submit the appropriate information that allows a background investigation to be conducted via an arrangement with the outside vendor. Within the jurisdictions noted by the student, criminal records will be checked and the report may include arrests and convictions for all offenses of any type, including deferred judgments, records that have been expunged, and sealed juvenile records.

### **B. Admission Application Procedures**

1. All students accepted into the College of Osteopathic Medicine will be required to submit to a background check. Accepted students will have until June 1 to access the vendor website and to submit to the background check. Accepted students who receive notice of acceptance to OSU-COM within thirty (30) days of the start of class will have thirty (30) days from the date of acceptance to complete the required background check.
2. The vendor will then conduct the background investigation.
3. The vendor will return results to the student and the College of Osteopathic Medicine.
4. In cases where no criminal records appear, the accepted student’s record will reflect that the investigation was completed and satisfactory.
5. In cases where a criminal record appears in the results of the background check, the student will be contacted by email or certified mail.

- a. The accepted student has the opportunity to submit a written response to the Background Check Review Committee within ten (10) business days of this notification. Such written response should be sent to the College of Osteopathic Medicine Background Check Review Committee, in care of the Assistant Director of Admissions. Any student who fails to provide a response that may be reviewed by the Background Check Review Committee prior to matriculation may have their acceptance rescinded by the College of Osteopathic Medicine.
  - b. The accepted student may contest the results directly with the vendor, but this must be completed within ten (10) business days of receipt of their notification.
  - c. The Assistant Director of Admissions shall submit the student's background report, the submitted written student response and any vendor response to the Background Check Review Committee within twenty (20) business days of the student's notification.
  - d. The Background Check Review Committee will review the information and will then make a recommendation to the Provost and Dean to allow matriculation or rescind admission to any student based on the timing, severity, number, and nature of any findings. In some cases, the conditionally-admitted student may be asked to meet with the Background Check Review Committee. The Committee shall make this decision on:
    - Number of convictions;
    - Nature, seriousness, and date(s) of occurrence of the violation(s);
    - Rehabilitation;
    - Relevance of the crime committed to medical profession standards;
    - State or federal requirements relative to the medical profession;
    - All known information regarding the accepted student, including the written explanation; and
    - Any other evidence demonstrating an ability to perform academic and clinical expectations competently and free from posing a threat to the health and safety of others.
- Any identified misrepresentation, falsification, or material omission of information from the application discovered during the criminal background review process may result in a recommendation to rescind the admission of the student.
- e. The College of Osteopathic Medicine will notify the student in writing of its decision within 10 days of its meeting.
6. No student will be allowed to matriculate until a background check is completed and approved by the College of Osteopathic Medicine with the exception of late admits who may have a deadline after the date of matriculation.

### **C. Continuing Student Procedures**

1. Continuing students will be notified when they are required to submit to another background check. The fee for the background check is the responsibility of the student.
2. The vendor will then conduct the background investigation.
3. The vendor will return results to the student and the College of Osteopathic Medicine.
4. In cases where no criminal records appear, the accepted student's record will reflect that the investigation was completed and satisfactory.
5. In cases where a criminal record appears in the results of the background check, the student will be contacted by email.

- a. The student has the opportunity to submit a written response to the Background Check Review Committee within ten (10) business days of this notification. Such written response should be sent to the College of Osteopathic Medicine Background Check Review Committee, in care of the Associate Dean of Enrollment Management or the Associate Dean of Clinical Education.
- b. The student may contest the results directly with the vendor, but this must be completed within ten (10) business days of receipt of their notification.
- c. The Associate Dean of Enrollment Management or the Associate Dean of Clinical Education shall submit the student's background report, the submitted written student response and any vendor response to the Background Check Review Committee within twenty (20) business days of the student's notification.
- d. The Background Check Review Committee will review the information and will then make a recommendation to the Provost and Dean for action. In some cases, the student may be asked to meet with the Background Check Review Committee. The Committee shall make its decision on:
  - Number of convictions;
  - Nature, seriousness and date(s) of occurrence of the violation(s);
  - Rehabilitation;
  - Relevance of the crime committed to medical profession standards;
  - State or federal requirements relative to the medical profession;
  - All known information regarding the student, including the written explanation;
  - Any other evidence demonstrating an ability to perform academic and clinical expectations competently and free from posing a threat to the health and safety of others.
- e. Any identified misrepresentation, falsification, or material omission of information from the application discovered during the criminal background review process may result in dismissal of a student from the medical school program.
- f. The College of Osteopathic Medicine will notify the student in writing of its decision within 10 days of its meeting.

#### **D. Frequency of Background Checks**

Background checks will be conducted once following acceptance and prior to matriculation. Students must also have a background check conducted prior to beginning clinical rotations. Once a student matriculates within the College of Osteopathic Medicine, the student is responsible for notifying the Associate Dean of Enrollment Management of any misdemeanor or felony arrests/indictments. Failure to do so will result in action, including possibly dismissal, by the College of Osteopathic Medicine.