

C-4a(1) POLICY Criminal Background Checks: Adult and Child Registry Checks

All students entering the program or course areas listed below, at Southeast Community College (SCC), are required to have a Criminal Background Check (CBC), including but not limited to the Adult and Child Abuse and Sex Offender Registries. The CBC will be completed before the student will be enrolled in courses in which the clinical, laboratory, or classroom experience requires the CBC. A conviction or arrest will not automatically disqualify an applicant from admission to a program or keep them from clinical experience. Considerations related to admission to a program include but are not limited to:

- The date, nature and number of arrests and convictions;
- The relationship which the arrest or conviction bears to the duties and responsibilities of the affected student in a clinical setting;
- Successful efforts toward rehabilitation;
- Rules and regulations of the clinical program;
- Other criteria which are determined by College administrators to be relevant.

Students who are not continuously enrolled will be required to submit to an additional CBC at their expense. The CBC will be completed only once, if no more than one year elapses between the original CBC and the student's clinical, laboratory or classroom experience requiring the CBC. After the initial CBC, students will complete a self-disclosure statement annually.

The student will be responsible for paying the cost of the CBC. This is a non-refundable fee.

Decisions allowing continuance in a program in no way can be construed as a guarantee of licensure or certification upon graduation. Licensing boards make independent decisions about eligibility requirements and granting of licensure.

Criminal Justice
Dental Assisting
Early Childhood Education
Emergency Medical Services
Paramedic
Food Service – Dietetic Technician Focus
Human Services
Medical Assisting
Medical Laboratory Technology
Nursing (PN and ADN)
Pharmacy Technician
Physical Therapist Assistant
Polysomnographic Technology
Radiology Technology

Respiratory Care
Surgical Technology
Continuing Education Area: Nursing Assistant

Confidentiality. The handling of all records and information relating to a CBC will be strictly confidential and revealed only to those who are reasonably required to have access. Nothing in this policy shall prevent the use of such records by the College in connection with a grievance or in connection with litigation in any judicial or administrative forum. In the administration of this policy, Southeast Community College will comply with the *Family Educational Rights and Privacy Act and the Fair Credit Reporting Act* (FCRA 15U.S.C. § 1681 et seq.)

Administrative Procedures. The College President, with the assistance of his subordinates, shall develop written practices and procedures relating to the implementation of this policy. In addition, if new clinical programs are developed by the College which the President determines require the use of criminal background checks, the President may, through the adoption of written procedures, expand the list of programs to which this policy applies.

Procedures for Disputing Information In Criminal Background Checks. The written administrative procedures referred to above shall include procedures through which an affected student may challenge information in the CBC which the student believes to be inaccurate.

Adopted Date: 07/18/2006, 11/16/2010 (CBC); Revised 10/16/2012