

## EDUCATIONAL SERVICES

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### C-4 POLICY Criminal Background Checks for Students

Some programs and courses at Southeast Community College (SCC) require entering students to complete a Criminal Background Check (CBC), including but not limited to the Adult and Child Abuse and Sex Offender Registries. These programs and courses vary due to legal certifications and requirements set forth by the designated career pathway. Should a student be enrolled in a program or course which requires a CBC, the CBC will be completed before the student will be enrolled in courses. 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.

#### **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 both the *Family Educational Rights and Privacy Act and the Fair Credit Reporting Act (FERPA)* and the *Fair Credit Reporting Act*.

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Policy C-4 approved by Board of Governors 12.13.22

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