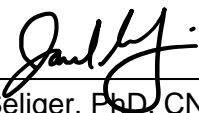


**ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE**

Supersedes: 2/05, 11/06, 12/07, 7/13, 11/17

No: 2-C-800-02  
Last Review Date: August 2022  
Required Review Date: July 2025  
Administrative Unit: Dean, Enrollment  
Management

Approved By:

  
\_\_\_\_\_  
Jared Seliger, PhD, CNMT  
President

**SUBJECT:** Criminal and Child and Dependent Adult Abuse Record Checks

**PURPOSE:** In order to promote the highest level of integrity in the profession, Allen College will review the history of all students. Specifically, screening will be conducted for past incidents of and arrests for criminal conduct and any history or evidence of child or dependent adult abuse/neglect. The purpose of this policy is to promote the highest quality of professional practice and to uphold the integrity of the College and its programs.

The screening will consist of two components: self-disclosure by individuals upon application and a formal background check prior to enrollment in the college. Such a two-part system affords the college greater flexibility in managing situations where a student discloses a criminal history.

The responses given on the application and the results of the formal background check will be reviewed by the college, and action taken will be consistent with college policies regarding admissions and progression.

**EFFECTIVE  
FOR:** Allen College students

**POLICY:**

1. All Allen College students will be subject to a criminal and child and dependent adult abuse record check upon admission to the College.
2. Each student's background will be checked by social security number nationally. The check will include criminal records and a review of the registries of reports of child and dependent adult abuse. The check will include records that have been expunged and judgments that have been deferred.

## PROCEDURE:

1. All applicants to Allen College will be asked on the college application whether they have ever been convicted of a crime. If the applicant answers in the affirmative, the applicant will be given the opportunity to provide additional information regarding any such incident.
2. The College will notify all applicants before admission that all admitted students will have a criminal background check conducted. Upon acceptance of the student to the college, the student will sign a consent to undergo a background check.
3. The check will be conducted by an outside entity that contracts with Allen College. Results will be reported to the college and the information will be disclosed to the student upon request. Results are maintained in the student's academic file, which allow access to the student and limited access to others to ensure confidentiality.
4. If the background check reports an incident that was not disclosed upon application or an incident that occurred since admission, the student will be asked to explain why the incident was not disclosed and the Criminal Background ad hoc committee will review the explanation provided by the student.
5. Students will be required to inform the Enrollment Management Office of any infractions of the law following their matriculation and prior to their graduation from the college.
6. Procedure in the Event of Student Criminal Conduct

- a. Review by College-based Committee

If an applicant or student discloses criminal or abuse history during application or if the background check report identifies criminal or abuse history, the report and any relevant information provided by the applicant or student will be sent to the Criminal Background Check Ad Hoc Committee. The Criminal Background Check Ad Hoc Committee will include representatives from the division from which the student is seeking admission, Enrollment Management, and Human Resources and will review and decide on student admission or progression in the program.

The committee will advise the student of the effect of the disclosure on the student's status.

- b. Review Standards

The Criminal Background Check Ad Hoc Committee will follow the standards stated below in its review of an applicant's or student's record:

- 1) The committee will engage in a thoughtful case-by-case analysis of any situation involving student criminal and abuse backgrounds.
- 2) The committee will conduct its review as soon as possible after the disclosure or discovery of the information.
- 3) The committee will determine whether the background check reports an incident or conviction that is detrimental to the student's professional responsibilities. The relationship between the offense(s) and the duties and responsibilities must be

- reasonable and demonstrable. The committee will consider the safety interest of the patient, the workplace, the College, and the educational interest of the student.
- 4) The committee's review must be consistent with Allen College policies. Any review that may have the effect of ending a student's pursuit of a particular course of study may be subject to the fair treatment policy if initiated by the student.
  - 5) The committee may request that the department of human services perform an evaluation to determine whether the record warrants prohibition of the students' involvement in a clinical education component of any program involving children or dependent adults. The department of human services has final authority in determining whether prohibition of the student's involvement in a clinical education component is warranted.
  - 6) The college, upon review of the facts and circumstances of a particular background check, may:
    1. allow the student to proceed in the academic program without restriction;
    2. allow the student to proceed in the academic program with specified terms and conditions; or
    3. dismiss the student.