

July 14, 2006

**GREENVILLE TECHNICAL COLLEGE
HEALTH SCIENCE/NURSING DIVISION**

CRIMINAL BACKGROUND CHECK POLICY

I. STUDENTS

Students will have a criminal background check prior to or upon entering Divisional courses. A multi-state record check will be conducted for all students for at least seven years prior to admission. The criminal background check will occur during the following courses:

- PCT Students - NUR 151
- ADN and LPN Students - AHS 160
- Nursing Transition Students - NUR 201
- Surgical Technician Students - SUR 101
- Pharmacy Technician Students - PHM 101
- Medical Laboratory Technician Students - MLT 101
- Occupational Therapy Assistant Students - OTA 103
- Emergency Medical Technology Students - EMS 110
- Radiology Technology Students - RAD 101, DMS 101, MRI 101, RAD 125, RAD 103
- Dental Hygiene/Assisting Students - DHG 161, DAT 154
- Physical Therapist Assistant Students - PTH 102
- Health Information Management - HIM 102
- Respiratory Therapy Students – RES 101

A criminal background check fee of \$35.00 will be charged with the above courses and collected with tuition and fees by Business Office. In the event a student transfers into a program, the fee will be charged prior to starting the first course. The student will be required to make payment in full at the Business office prior to entering their first course of study.

Students are required to disclose any prior criminal record by accurately answering the following question on the authorization for criminal background check release form: HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN MINOR TRAFFIC VIOLATION? (CIRCLE ONE) **YES**
NO

Please note that Driving Under the Influence (DUI) and Driving Under Suspension (DUS) are NOT considered minor traffic violations. Failure to disclose may result in withdrawal from the program of study.

Students are required to disclose if they have lived in one state less than 12 months consecutively or worked in another state other than South Carolina in the past 12 months. Each state that a student has lived in or worked in the past 12 months must have a criminal search. If the student can not verify residency for 12 months in a consecutive state then an FBI finger printing is required. Failure to report may result in withdrawal from the program of study.

Student Information forms will be collected by Health Science/Nursing Division faculty and submitted to a Health Science/Nursing Division Administrative Assistant for forwarding to the agency designated to perform the criminal background check. Online reports are printed and any reports that contain any criminal information will be forwarded to the Assistant Dean of Health Science/Nursing. These reports will be filed alphabetically in a secure cabinet.

Convictions of, pleas of guilty, pleas of nolo contendere (no contest), or any pending criminal charges during the past seven years are grounds for dismissal from a clinical course of study. Any crimes involving violence against the person including but not limited to: murder, manslaughter, use of deadly force, assault and battery (other than simple), sex crimes, abuse of children or the elderly, abduction, or robbery at any time prohibit a student from a clinical course of study.

The Assistant Dean will inform any disqualified student and the student will not be allowed to continue in any Health Science/Nursing Division program.

Students who are not disqualified should not assume that their criminal background check shows no criminal activity. **Any** crimes **must** be reported to the appropriate licensing or registry boards and future employers in order to obtain a license or certification, or job. Failure to do so may result in fraud and the inability to receive a license or certification or job. If a student has any convictions these should be reported to the appropriate licensing or registry boards at least three months prior to the desired time examination date. Any concerns about documentation on the criminal background check reports should be directed to the Assistant Dean of Health Science/Nursing.

Each student must report within 3 calendar days to the Assistant Dean of Health Science/Nursing any arrests and/or criminal charges or convictions filed subsequent to the completion of the criminal background check. Failure to report will make the student subject to administrative withdrawal from the program.

Any student who does not stay continuously enrolled at Greenville Technical College or changes programs will be required to submit a new South Carolina criminal background check upon re-entry to the Health Science/Nursing Division.

II. CLINICAL AGENCIES

All background results on Greenville Technical College students will be made available to Clinical agencies upon request. Some agencies require submission of the criminal background reports prior to the student's start of clinical rotation.