

SOPP Policy on Criminal Background Check and Criminal Activity Reporting

Effective July 1, 2011, all students are required to undergo and satisfactorily complete a background check as a condition of admission to the School of Professional Psychology. An offer of admission will not be final until the completion of the background check with results deemed favorable. Admission may be denied or rescinded based on a review of the background check. The School covers the cost of a criminal background check which includes, but is not limited to criminal background history through City, County, State, Federal law enforcement agencies, Military Personnel Record Center, educational institutions, private companies, and present and/or past employers. Background checks are conducted by the HR department of the University through its designated company. Background reports and other submitted information are confidential and may only be viewed by the School's Dean or appropriate other School personnel in accordance with the Family Educational Records and Privacy Act (FERPA).

The Dean shall inform students who have negative findings in their background check report and are nonetheless permitted to enroll, that the School's decision is not a guarantee that a clinical facility will permit the student to participate in the educational program at its facility, or that any state will accept the individual as a candidate for registration, permit or licensure.

Students and applicants have the right to review the information reported in their background check for accuracy and completeness and to request that the conducting company verify that the background information provided is correct. Prior to making a final determination that will adversely affect the applicant or student, the School will provide applicants or students a copy of or access to the background check report, and inform them of their rights to challenge the accuracy of the report and that the reporting company and the HR Department and designated company were not involved in any decisions made by the School.

A background check will be honored for the duration of enrollment if the student is continuously enrolled. However the School, at its discretion, may request a new background check at any time during a student's enrollment. A student who has a break in enrollment is required to complete a new background check. A break in enrollment is defined as non-enrollment of at least one term in the approved curriculum of the program. However, a student whose attendance has been suspended due to a licensing agency's eligibility certification process will not be considered as having a break in enrollment. An officially approved leave of absence is not considered a break in enrollment.

Falsification of information, including omission of relevant information, may result in denial of admission or dismissal from the program.

Students who did not have a background check review at the time of their admission into the program, must complete the background check review prior to October 15, 2011. If the background check is deemed unsatisfactory, the student will be subject to an immediate hearing for termination in accordance with the School's published Grading and Remediation policies.

Students are required to report any conviction against the law (other than minor traffic violations) that occurs after the student has matriculated. This information should be reported to the Dean. Criminal activity that occurs while a student is in attendance at the School may result in disciplinary action, including dismissal, and will be addressed through the School's published policies.