

**Troy University
School of Nursing**

Criminal Background Check Policy and Procedure

As a precursor to participating in clinical learning activities, students seeking admission to the clinical nursing sequence of the ASN, BSN, or Graduate Nursing programs are required to have criminal background checks. Students may also be required to have additional checks once enrolled in the program. Certain arrests or convictions, which could jeopardize the health and safety of patients, may render students ineligible for placement in a clinical agency for participation in clinical activities. Eligibility to participate in all clinical activities is required for enrollment in the clinical nursing sequence. The School of Nursing must certify to clinical agencies, where students participate in clinical activities, that each student has had a background check with no adverse finding.

Background Checks upon Admission to the Clinical Nursing Sequence

Students selected for admission to the clinical nursing sequence of the undergraduate or graduate programs of the School of Nursing are admitted pending a background check. Admission will be withdrawn for students who in the judgment of the Director of the School of Nursing and Program Directors have been convicted of or have pending a charge that would not be acceptable to our clinical agencies. The background check is conducted by a qualified agency using established methods and procedures. All costs related to the background checks are the responsibility of the student. Confidentiality of the student will be protected.

Procedure for Background Check

Students selected for admission to either the ASN, BSN, or Graduate Nursing programs are required to follow the procedure outlined below for the criminal background check.

1. Go to www.certifiedbackground.com and select Troy University School of Nursing.
2. Provide the necessary information (i.e. name, date of birth, etc.) to complete the background check
3. Select a method of payment and submit payment to Certified Background
4. Submit password to the Program Director for accessing the criminal background check report

Background Check after Admission

A criminal background for any student enrolled in the clinical nursing sequence of the ASN, BSN, or Graduate Nursing programs can be requested by the School of Nursing at any time. Refusal by the student to submit to the check will result in the student's dismissal from the program and the School of Nursing.

Depending upon results of the background check, continued participation in the program will be at the discretion of the Director and Program Directors.

Admission/Readmission after an Adverse Criminal Background Check

A student whose admission is withdrawn or who is dismissed from the School of Nursing due to findings from a background check will be considered for readmission on a case basis depending upon the particular situation.