



Covey CAHP Policy on Background Checks for Students in Clinical Programs

Many of the health centers providing clinical education opportunities for Covey CAHP students require initial background checks for felony convictions before allowing a student to start their practicum. In some cases, background checks are also required at various points during clinical training, when a graduate joins the workforce, as well as prior to taking professional licensing examinations.

The following describes the policy and procedures concerning mandatory background checks for all students enrolled in professional clinical programs in the Pat Capps Covey College of Allied Health Professions. Students will be informed of these requirements at the time of their application for enrollment in the program.

Procedures for Background Checks upon Admission to and During the Professional Component

A student applying for admission to the professional component of a program in the Pat Capps Covey College of Allied Health Professions will be asked to indicate in their application if they have record of a previous felony conviction. When a student is accepted for admission to the program, they will be informed that their acceptance will be pending a negative background check as defined in section carried out by the appropriate agency. Admission will be withdrawn for students failing to authorize a background check. Admission decisions will then be made on a case-by-case basis with any positive findings on the background check based on professional standards for licensure and/or certification and based upon the potential availability or limitation of clinical placements in cases of positive findings discoverable on a background check.

- All costs associated with the background check will be the responsibility of the student.
- Criminal background checks are conducted to identify pending cases, criminal records for the past 7 years, and prior convictions.
- Clinical education sites may have different policies and may require additional background checks (e.g. fingerprinting, separate background check, credit report, driving record, random drug/alcohol testing).

The company performing background checks will notify the chair of the department, or chair's designee, when the results of the background check become available. Any original reports stored by the program will be maintained in a locked cabinet in the respective departmental offices in the student academic file. The student has access to their report through the agency conducting the check.

Positive findings on the background check will be discussed with the applicant/student and any change in admission or enrollment status based on the results of the background check will be decided on an individual basis by the Department Chair. A positive background check may cause the student to be denied matriculation into the program or dismissed from the program, particularly



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with background check results that include violence, children, drugs, or other finding deemed significant by the program. The student will be notified of the results and action taken by the department chair. Positive findings that affect matriculation and/or continuance in academic and clinical education activities must be immediately reported to the Covey CAHP Dean's office. Students may appeal any adverse decision by the Department Chair, within five business days of being notified, to the Dean of the Pat Capps Covey College of Allied Health Professions. The Covey CAHP Dismissal Appeal Process will be followed.