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Policy Title: Criminal Background Checks and Drug Screening for Students

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### Policy

Security screening, including criminal background checks and drug screenings, is a requirement for enrollment in the School. Students will be screened following admission but prior to enrollment. A "HOLD" will be placed on a student's enrollment until clearance documentation is received.

Accepted applicants who do not consent to a criminal background check and/or drug screen will be removed from the accepted student list.

The Cizik School of Nursing will designate the company(ies) approved to do the criminal background check and drug screen. Results from any company other than the company(ies) designated will not be accepted.

The student will pay all costs of the criminal background and drug screens. In addition, if a clinical agency also requires drug screens, the student must consent to such screening and pay the cost for testing. Students who do not consent to drug screening will be barred from clinical participation and may be subject to dismissal.

The student will pay all costs at the time of testing, and is solely responsible for providing all information necessary to complete the criminal background check and drug screen.

Criminal background checks should be valid for the duration of the student's enrollment in the program if the student has not had a break in enrollment. A break in enrollment is defined as not being enrolled as an "official student".

A student who has had a break in enrollment for two or more terms will be required to have another background check and drug screen.

Enrolled students are required to disclose to the Vice Dean for Academic Affairs any arrest(s) for and/or any criminal charges of any misdemeanor or felony offenses and/or any misdemeanor or felony convictions and/or deferrals of adjudication, "pre-trial diversion", or probation or other referral to community supervision (other than minor (Class C) traffic

violations) within 5 days of occurrence. Nondisclosure or falsification of this required information may be grounds for dismissal from the School.

### **Significant Findings in Criminal Background Checks**

Applicants accepted for admission who have significant findings in their background check will have their case referred to a review panel appointed by the School. In such circumstance, applicants shall be informed that the vendor was not involved in any decision adverse to the student, will be informed how to contact the vendor, and shall have the opportunity to challenge the accuracy or completeness of the report with the vendor.

Applicants accepted for admission who have significant findings on their background check will be referred to the Texas Board of Nursing in order to obtain a declaratory order. The admitted student may be allowed to enroll when official documentation is received from the Texas Board of Nursing confirming eligibility to sit for the NCLEX-RN or for continuing licensure. Enrollment may be deferred for up to one year while the matter is resolved.

If the Texas Board of Nursing denies eligibility to sit for the NCLEX-RN or for continuing licensure, or if the matter is not resolved within a year, the accepted student will be removed from the accepted student list. A new application for admission will be considered if the Texas Board of Nursing ruling is reversed in the future.

### **Findings in Drug Screening**

Applicants accepted for admission who have a positive finding on the drug screen will not be allowed to enroll.

If a currently enrolled student has a positive drug screen, she/he will not be allowed to participate in the clinical component of the course at the assigned clinical agency or any other clinical agency. The student will be required to withdraw passing from all courses (didactic and clinical) and an enrollment hold will be placed on the student's record.

The student will be required to complete, at the students' expense, chemical dependency evaluation and treatment. Subsequent enrollment in the Cizik School of Nursing is contingent on a review of the student's proof of treatment for chemical dependency.

### **Recordkeeping**

All background checks and drug screening reports are considered confidential, and are accessible only to authorized persons in accordance with state and federal law. Criminal background and drug screening reports will be filed in the appropriate Student Affairs Office for the duration of the student's enrollment or until the applicant is removed from the accepted student list.