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**POLICY NAME:** Criminal Background Checks

**Responsible Party:** Office of Student Affairs

**Applies To CMED:**  Faculty  Students  Residents  Staff  Administration

**Approval Date:** 2/17/2016 Curriculum Committee

Policy  Procedure

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**POLICY:**

All CMED matriculating and returning students must have a criminal background check.

**PROCEDURES:**

1. As required by CMED, students who are offered a position in the incoming class will be required to participate in a criminal background check via Certiphi Screening Incorporated.
2. Certiphi will create a Central Michigan University profile that will screen for convictions and conviction-equivalent adjudications/felonies. When the background check is completed, Certiphi will release the information to the student for review. The student will have 10 days to review the background check information prior to the report being released to CMED.
3. Any student whose background check contains a conviction will be referred to the Criminal Background Review Committee (CBRC), a subcommittee of the SPCC. This committee will review the conviction report and allow the student an opportunity to address any information they feel to be erroneous and clarify the report.
4. Students with convictions listed on their report will meet with the CBRC. The student will have an opportunity to provide written documentation to respond to the report. Students will have 5 business days following notification from the

medical school of the criminal record to provide any information about the circumstances surrounding the conviction.

5. If the CBRC finds the conviction to meet an unacceptable level of severity, the student will be referred to the CMED Admissions Committee with a recommendation to rescind the offer of admittance or for dismissal. Pre-matriculated applicants will be forwarded to the Office of Admissions with a recommendation not to admit. Current students will be referred to the SPCC. They will determine if the case should be referred to the Executive Committee for review, with a recommendation for dismissal.
6. To maintain confidentiality, a student's conviction report and any supporting documentation will be retained and stored in a secure manner. The file will be kept in the Office of Student Affairs, separate from student academic files. Upon graduation, and without further convictions, withdrawal, or dismissal, the file containing the conviction information will be destroyed. Formal actions taken by the Executive Committee based on recommendations from the CBRC may be included in the student's file.
7. All enrolled students advancing from Year 1, Year 2, or Year 3 of medical training will be required to complete and submit an attestation form to the Office of Student Affairs certifying that there has been no change in their criminal record. Students who report a conviction will follow the review process as outlined for matriculating students and will not be allowed to begin classes until approval is granted by the CBRC.
8. In the case of current student who reports a conviction on their attestation sheet, the subcommittee will order a new criminal background check for review. The subcommittee review of a self-report conviction or one found on a formal background check will include the nature and severity of the conviction(s), number of convictions, age of the student at time of conviction(s), the amount of time that has elapsed since the conviction(s), relevance of the conviction to the medical profession standards, any rehabilitation completed relevant to the conviction(s), and any known information about the student including their submitted written explanation.

*The College of Medicine and CMU Partners reserve the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.*

<b>History</b>	
2/17/2016	Initial approval by Curriculum Committee