

Title: Criminal Background, Virginia Child Protective Services, and Fingerprint Reports

Policy No.: ADM 1.21

Date: 6/08
Rev.: 7/09

Areas Affected: All BSMSON Faculty

Page 1 of 1

Policy Statement:

All students attending BSMSON are required to have background reports as a pre-requisite to starting school and the background check must be renewed each year that they are enrolled in the program.

During matriculation, each student is required to update the Criminal Background Report and the Virginia Child Protective Services Report on a yearly basis.

Starting February 1, 2008, the above items must be renewed by July 31 for all students, i.e. those who started in a fall and those who started in a spring semester.

Procedure:

To have the reports ready by the required date (July 31) please refer to the vendor's website for directions and costs. Return to the vendor website for instructions and payment options.

Should any of the criminal background reports show a felony, misdemeanor, drug or alcohol charge, or other area for concern, that was not disclosed by the student on the application (if the event occurred prior to enrollment) or disclosed to the Assistant Dean for Student Services in writing after enrollment, will result in the student being evaluated individually and/or taken back to Admissions, Progression, and Graduation Committee to determine whether or not the student is eligible to continue in the nursing program.

Students who do not abide by the above deadlines and do not have completed criminal background reports by the due date of July 31, will be dropped from their next semester classes at BSMSON on August 16.

Reference Policy # _____

Approved by:

_____	Dean	_____
_____	CEO	_____
Signature	Title	Date

Approval History:

Committees and Dates:
Assistant Dean of Student Services – 7/09
Faculty Forum –
Faculty Organization -