



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School of Medicine

## *Operating Policy and Procedure*

**SOM OP:** 70.07, **Response to Findings on Required Criminal Background Checks Prior to Admission**

**PURPOSE:** The purpose of this School of Medicine (SOM) Policy and Procedure is to outline the process for the SOM Office for Admissions in response to findings on the required Criminal Background Check prior to matriculation.

**REVIEW:** This SOM Policy and Procedure shall be reviewed within each odd-numbered fiscal year by the Office of Admissions. Revisions will be forwarded to the Office of the Dean for approval and publication.

### **POLICY/PROCEDURE:**

- 1. General.** This policy provides the steps taken in response to findings from required Criminal Background Checks (CBC) prior to admission to the SOM.
- 2. Requirement.** Upon acceptance of the offer of admission to the SOM, each student is required to order and complete a CBC with the vendor specified in the offer. Results of each CBC are made available by the vendor to the SOM Office of Admissions for review.
- 3. Review and Clarification of Findings.** CBCs with findings of deferred adjudication, arrest, misdemeanor, or felony are reviewed by the Associate Dean for Admissions and compared to information provided by the applicant on the TMDAS application in response to the question: "Have you ever been arrested or charged with any violation of the law regardless of outcome?" The Associate Dean for Admissions will contact each student with CBC findings to discuss findings and clarify any questions regarding reported incident(s).

The Associate Dean for Admissions will meet with the Associate Dean for Academic Affairs and the Associate Dean for Student Affairs to discuss details and circumstances for each student with CBC findings and any prior precedents pertinent to each case.

- 4. Action by Admissions Selection Committee.** Information from the student application, the phone consult by the Associate Dean for Admissions, and discussions between the Associate Deans for Admissions, Academic Affairs, and Student Affairs are presented to the Admissions Selection Committee for discussion. A vote is then taken on possible options for resolution (withdrawal of the offer, deferred acceptance pending specific interventions, or acceptance with stipulations). The Admissions Selection Committee is the final decision making body for all cases.
- 5. Notification of Action.** The student is informed by phone and email regarding actions taken by the Admissions Selection Committee.
- 6. Agreement and Follow-up.** In the event the student is offered acceptance with stipulations or deferred acceptance pending specific interventions, the student is required to sign an agreement to the requirements and timeline for completion and submit it to the Office of Admissions. The Office of Admissions is responsible for follow up with the student to assure completion of the requirements prior to matriculation into the SOM. Requirements that begin after matriculation will be monitored by the Office of Student Affairs.