

4I Criminal Background Checks

Section Four—Students/Instructional Services Governance Processes Relative to the District Board Policy Manual and Collegial Consultation With Academic Senates

Employ the Process of Mutual Agreement

Policies: None

Procedures: None

Appendices: None

Rely Primarily Upon the Advice and Judgment

Policies:

- (1) **4A2**, Student Responsibilities (*includes Policies 4A2A through 4A2G*)
- (2) **4A3**, Matriculation (*includes Policies 4A3A through 4A3G*)
- (3) **4A4**, Prerequisites, Corequisites, and Advisories on Recommended Preparation (*includes Policies 4A4A through 4A4E*)
- (4) **4A6**, Admission to Impacted Programs (*includes Policies 4A6A through 4A6K*)
- (5) **4A9**, Instructional and Other Materials (*includes Policies 4A9A through 4A9D*)
- (6) **4B1**, Educational Programs (*includes Policies 4B1A through 4B1D1*)
- (7) **4B5**, Program Review
- (8) **4B7**, Articulation (*includes Policies 4B7A through 4B7C*)
- (9) **4B10A**, (re: guest/visitors) (*includes Policies 4B10A1 through 4B10A7*)
- (10) **4B10B** (re: guest/visitors)
- (11) **4B11**, Controversial Issues in Curriculum (*includes Policies 4B11A through 4B11C*)
- (12) **4C**, Academic Regulations (*includes Policies 4C1 through 4C7*)
- (13) **4D**, Minimum Graduation Requirements (*includes Policies 4D1 through 4D1G*)

Procedures: None

Appendices: None

Proposed Addition to
Kern Community College District Board Policy Manual
Section Four – Students Instructional

Governance Process: Information Only

Reason for Revision: To Establish District Policy

41 **Criminal Background Checks** *(Revised December 13, 2007)*

411 Students in Allied Health Clinical Programs

411A As a result of safety considerations and facility limitations, and pursuant to standards of the Joint Commission on Accreditation of Healthcare Organizations, enrollment in Allied Health Program courses involving placement in clinical facilities is limited to those students who undergo a criminal background check, which does not disclose certain convictions and pending charges. Background checks are required for registration in clinical courses, but are not required as a condition of enrollment in the Allied Health Program. A student who does not remain continuously enrolled in the Allied Health Program will be required to undergo a new criminal background check upon re-enrollment.

Students admitted to an Allied Health Program that will require a criminal background check for enrollment in the clinical phases of this Program at some future date, must be properly notified at the time of admission to the Program that this background check is a requirement for clinical phases of the program. (See Procedure 411A)

411B Students seeking to enroll in Allied Health clinical programs must furnish such consents and information (including, but not limited to, all names used by the student, social security numbers, birth date, and addresses) as may be required to carry out the background checks, and to provide access to the results to the District (and the clinical facility, as necessary). For students under age 18, parental consent will be required. The District and Colleges shall maintain any information

Note that Orange equals moved to procedure

received in strict confidence, in a secure location. In the event enrollment in a course involving placement in a clinical facility is denied for causes related to the background check, the District shall notify the student of the action taken, the name, address, and telephone number of the agency furnishing the report, the student's right to obtain a free copy of the report, and the student's right to dispute the accuracy or completeness of any information in the report.

- 411**C**B Students will not be permitted to enroll in Allied Health courses involving placement in a clinical facility if a criminal background check discloses a conviction (or a pending charge) for an offense for which (1) the clinical facility's policy does not permit participation, or (2) the law does not permit participation. If a participating alternate clinical facility is available, the policy of which would not bar the student's participation, the District shall make an effort to place the student in the alternate facility, assuming the student qualifies and space is available.
- 411**D**C Students who are not permitted to enroll in a clinical course as a result of the enrollment limitation described in this [Procedure Board Policy](#), but who provide satisfactory evidence that they should be permitted to enroll, may seek entry into the course according to a challenge process as described in Board Policy 4A4B.
- 411**E**D The District may charge participating students a fee to cover the cost of obtaining and processing a criminal background check if the student does not wish to obtain his or her own background check.

Admin 8/31/15
ChC 9/15/15
CC October 27, 2015

DRAFT

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Proposed Addition to
Kern Community College District Board Policy Manual
Section Four – Students Instructional

Governance Process: Information Only

Reason for Revision: To Establish District Procedure

414B Students seeking to enroll in Allied Health clinical programs must furnish such consents and information (including, but not limited to, all names used by the student, social security numbers, birth date, and addresses) as may be required to carry out the background checks, and to provide access to the results to the District (and the clinical facility, as necessary). For students under age 18, parental consent will be required. The District and Colleges shall maintain any information received in strict confidence, in a secure location. In the event enrollment in a course involving placement in a clinical facility is denied for causes related to the background check, the District shall notify the student of the action taken, the name, address, and telephone number of the agency furnishing the report, the student's right to obtain a free copy of the report, and the student's right to dispute the accuracy or completeness of any information in the report.