

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number:	8.6.8.1
Related Policy:	8.6.8
Title:	Criminal Background Checks and Drug Screens on Selected Students
Responsibility:	Vice President for Student Affairs
Original Approval Date:	12-11-2004
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Last Revision:	01-31-2018

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President

Horry-Georgetown Technical College (HGTC) receives criminal background check (CBC) results and/or urine drug screens (UDS) for students who are participating in clinical studies or internships at direct care or related facilities/agencies and internship sites. HGTC also requires CBCs for students participating in the Study Abroad program. The purpose of obtaining CBC and/or UDS results is to improve the safety and security of individuals at direct care or related facilities and internship sites.

The following guidelines are utilized in conducting CBC and/or UDS for students in particular academic programs as required by law and applicable policies and procedures of the College and partnering facilities/agencies:

- A. During the Admissions process, students who plan to enroll in Allied Health, Personal Care, Sports Tourism and Recreation Management, or Public Service programs are provided a Background Check Packet. This packet provides detailed information about the Criminal Background Check and/or Urine Drug Screen requirements for each program. Students planning to enroll in these programs are also required to sign an affidavit which certifies their understanding of these CBC/UDS requirements during the Admissions process.
- B. At the appropriate time and according to program requirements, students complete the CBC and/or UDS through the College's identified external vendor. This process includes, but is not limited to, selecting the appropriate CBC/UDS package online, remitting payment, completing any required steps for lab work, and supplying any additional information to the CBC/UDS vendor.
- C. Upon completion of the CBC and/or UDS, the external vendor supplies the results to the Clinical Admissions Specialist. The Clinical Admissions Specialist then follows the processes outlined below, according to the student's academic program.

**Allied Health Programs** (Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Technician/Paramedic, Expanded Duty Dental Assisting, Massage Therapy, Nursing, Patient Care Technician, Pharmacy Technician, Phlebotomy, Physical Therapist Assistant, Respiratory Care, Practical Nursing, Radiologic Technology, and Surgical Technology)

1. The Clinical Admissions Specialist reviews the results of the CBC and/or UDS for each student. If, after reviewing the CBC, no charges or convictions are found or if only minimal charges or convictions (such as minor traffic violations) are found, the Clinical Admissions Specialist sends an electronic copy of the CBC and/or UDS to the direct care or related facilities/agencies.
2. For any CBC that reflects charges and/or convictions, the Clinical Admissions Specialist redacts the student's personally identifiable information from the CBC. The Clinical Admissions Specialist then sends the CBC and a Letter of Explanation from the student to the clinical partners and asks that the clinical partners' human resources departments indicate whether the student is eligible for clinical placement. If at least one clinical partner's human resources department determines that CBC reflects charges and/or convictions that negatively impact a student's ability to be placed in a clinical facility, the Vice President for Student Affairs schedules a meeting with the student. The Associate Vice President for Student Affairs and the appropriate Assistant Vice President/Dean/Associate Dean for Academic Affairs informs him/her and provides options for resolution and/or progression.

NOTE: All Allied Health Students must complete a CBC and UDS prior to each semester of enrollment at the College.

**Public Service** (Criminal Justice, Early Care and Education, Early Childhood Development, and Human Services)  
Sports Tourism and Recreation Management

**Personal Care** (Cosmetology and Esthetics)

1. The Clinical Admissions Specialist provides a copy of the CBC and/or UDS to the Department Chair.
2. For any CBC that reflects charges and/or convictions, a review is conducted by the Vice President for Academic Affairs and the Assistant Vice President/Dean/Associate Dean, based on the criteria for each specific program.
3. If the Vice President for Academic Affairs and the Assistant Vice President/Dean/Associate Dean determines that CBC reflects charges and/or

convictions that negatively impact a student's ability to be placed in a clinical facility, internship site, or direct care facility, the Vice President for Student Affairs schedules a meeting with the student. The Vice President for Student Affairs and the appropriate Assistant Vice President/Dean/Associate Dean for Academic Affairs informs him/her and provides options for resolution and/or progression.

- D. Criminal background checks for currently enrolled students are maintained on a secure server by the Clinical Admissions Specialist.

### Study Abroad

Students who participate in the Study Abroad experience are also required to complete a CBC. The faculty members who are responsible for the Study Abroad experience and related courses provide details regarding this requirement to Study Abroad students. In addition, the faculty members who are responsible for the Study Abroad experience review the results of the CBCs and make determinations regarding students' eligibility for participation in the Study Abroad experience.

For any CBC that reflects charges and/or convictions, the faculty members will review the results with the Vice President of Academic Affairs and Vice President for Student Affairs to make a decision about participation in the Study Abroad program.