

PROCEDURE

Number: 9.1.8.8
Related Policy: 9.1.8
Title: Requiring Background Checks for Admissions
Responsibility: Director of Enrollment

Original Approval Date: 11-19-2009
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Last Revision: 07-12-2017

President

I. Purpose

The purpose of this procedure is to address the process by which Criminal Background Checks (CBC), Urine Drug Screenings (UDS) and other required background review processes are conducted on behalf of students seeking placement into a program of study or course requiring such review(s), and/or clinical placement with a Horry-Georgetown Technical College clinical partner.

II. Overview and Affected Programs and Courses

There are certain programs of study and courses at Horry-Georgetown Technical College (HGTC) that require one or more CBC and/or UDS reviews upon time of application, upon registration into specific courses of study, change of major and/or placement into clinical rotation. Those programs include, but are not limited to:

All Allied Health/Health Science programs of study

Certain Public Service Technology programs, including Early Care and Education, Early Care Infant and Toddler Development, Criminal Justice and Human Services

All courses involving study abroad and/or international travel

This does not exclude other new or existing programs of study or courses that may be added to require such reviews. In those cases, this procedure will apply.

III. Costs

All costs associated with CBC, UDS and other required reviews, and all related fees that may be incurred, are the sole responsibility of the student.

IV. Process

Students seeking admission to the College for placement into any of the identified programs of study and/or registration into identified courses will be required to complete release form(s) authorizing the conduct of all required reviews and pay associated fees at an identified time. Failure to provide release or pay fees when required may stop the processing of the student application or may prevent registration.

Students seeking to change major into one of the identified programs of study will be required to complete release form(s) and pay associated fees at an identified time. Failure to provide release or pay fees may stop the processing of the change of major request.

Students seeking approval for clinical rotation will be required to complete release form(s) and pay associated fees prior to the start of the first course requiring clinical rotation, unless special approval is granted through the Office of Academic Affairs. Failure to provide release and pay associated fees will result in removal of the student from the course and, as appropriate, from the program of study.

In keeping with the requirements of certain clinical partners, students may be required to undergo an additional CBC and/or UDS prior to approval for placement into courses requiring clinical rotation. As with initial reviews, all associated fees are the responsibility of the student.

V. Review Standards and Acceptability

For the purposes of this procedure, HGTC serves as administrator of the requirements of its clinical partners, in most cases, and will utilize the most stringent review standards set by clinical partners in determining the fitness of the student for admission, placement and/or acceptability for clinical rotation or course registration.

Positive results on the CBC that reflect identified offenses or patterns of offenses not allowed by clinical partners will result in a denial of program admission, change of major approval for clinical rotation, and/or course registration, whichever applies. This denial is irrevocable, unless expungement, pardon or other circumstances alter the student record in such a way that disqualifying offenses are negated or removed. Felony convictions typically will prevent admission into the identified programs of study, clinical rotation and/or course registration. In addition, student presence on any Convicted Sex Offender Registry will result in denial of program admission, change of major, approval for clinical rotation, and/or course registration in all cases.

Positive results on the UDS will result in denial of program admission, change of major approval for clinical rotation, and/or course registration, whichever applies. This denial applies for the upcoming semester and/or program cohort, but does not prevent the student from seeking future admission, change of major and/or clinical placement, subject to all applicable admission and placement policies and procedures.

VI. On-Site Clinical Experience Requirements

Students enrolled in programs of study that include an on-campus clinical experience (Cosmetology, Dental Hygiene, Esthetics, Expanded Duty Dental Assisting, Massage Therapy, Nail Technician, et al) will be held to the same review standards as all other students, using the most rigorous current clinical partner standards as the guide for acceptability.

VII. Notification

In the event the student incurs charges while enrolled in any of the identified programs of study that might affect eligibility for placement, continuation or registration, it is the responsibility of the student to notify the Office of Student Affairs as soon as possible. Failure to do so may result in disciplinary action, including removal from the program of study or course(s).