

## The Virginia Commonwealth University School of Dentistry Policy for Conducting Criminal Background Checks

An offer of acceptance to the VCU School of Dentistry is conditioned upon the successful completion of a criminal background check and is required prior to matriculation into our DDS professional dental program. The criminal background check will serve to verify information provided in the application. The VCU School of Dentistry requires this criminal background screening process following conditional acceptance and prior to enrollment. The rationale for extending these requirements to incoming dental students is the concept of due diligence and competency.

The criminal background check will not be a component of the application, interview, or selection process but will be a mandatory component of the pre-matriculation process. The final decision regarding matriculation of an applicant will be based on the self-reported information in the candidate's application and information in the CBC report. Factors involved in the final decision may include, but are not limited to:

the nature, circumstances, and frequency of any reported offense(s).

length of time since the offense(s).

available information that addresses efforts at rehabilitation.

the accuracy of the information provided by the applicant.

The information obtained through a criminal background check will not become part of a student's academic file and will remain confidential unless the findings result in an institutional action by the School of Dentistry.

Only candidates offered class positions and alternate-list candidates will be asked to provide a criminal background check prior to matriculation.

Individuals who do not give permission to the conduct of the criminal background check or who fail to provide the report as required will not be allowed to matriculate into the educational program.

An independent vendor has been identified by the VCU School of Dentistry to provide the criminal background screening, and conditionally accepted individuals will be responsible for requesting the report and submitting payment for the report. Copies of the report shall go to VCU School of Dentistry admissions office. The individual will be informed 1) of how to contact the independent vendor to challenge the accuracy or completeness of the report and 2) that the independent vendor was not involved in any decision that may adversely affect the individual. All information will be separately maintained in a confidential file. The background check document will be destroyed upon graduation/separation from the institution. The report shall span the prior seven

year period, and shall include all convictions and deferred adjudications of a felony or misdemeanor level.

Validated background reports found to be in conflict with responses on the application may be grounds for withdrawal of an offer of enrollment based upon submission of false or misleading information on the application.

The existence of a conviction will not necessarily result in a denial of admission to our dental institution, its programs and/or its housing. Instead each case will be reviewed by a committee other than the admissions committee and evaluated on its facts. Examples of disqualifying criminal offenses are listed below.

This review committee shall include but is not limited to the: Dean for Admissions, Dean for Academic Affairs (or other administrative dean), two faculty members and if necessary, the university attorney to clarify legal processes.

## **VCU School of Dentistry**

### **Disqualifying Criminal Offenses**

#### **FELONIES**

- I A crime of violence.
- II Any felony offense involving unlawful sexual behavior.
- III Any felony, the underlying basis of which has been found by the court on the record to include an act of domestic violence.
- IV Any felony of child abuse.
- V Any felony offense in another state, the elements which are substantially similar to the elements of any of the above offenses.

#### **MISDEMEANORS**

- I Third degree assault.
- II Any misdemeanor, the underlying factual basis of which has been found by the court on the record to include an act of domestic violence.
- III A misdemeanor offense of child abuse.
- IV Any misdemeanor offense of sexual assault on a client by a psychotherapist.

- V Any misdemeanor offense in another state, the elements of which are substantially similar to the elements of any of the misdemeanor offenses listed above.

### **CRIMINAL HISTORIES**

- I Convictions/deferred adjudications involving crimes against persons (physical or sexual abuse, neglect, assault, murder, etc.).
- II Convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.).
- III Convictions/deferred adjudications related to the sale, possession, distribution, or transfer of narcotics or controlled substances.
- IV Registered sex offenders.