

Admissions- Policy on Criminal Background Checks, FBI Fingerprinting and Child Abuse Clearances

1. Introduction/Purpose: Students in the MD program at Drexel University College of Medicine (DUCOM) are required to satisfactorily complete specific background checks and clearances *prior to* matriculation.

2. Responsible Administrator:

Associate Dean for Admissions and Enrollment

3. Policy:

Policy for Admission to the MD program.

All applicants accepted by DUCOM to the MD program must consent to, submit and satisfactorily complete the following checks prior to matriculation:

1. A criminal background check (CBC) conducted by a vendor selected by the AAMC.
2. Pennsylvania (PA) Child Abuse Clearance and
3. FBI Fingerprinting through the PA Department of Human Services.

These background checks and clearances will not be a component of DUCOM's admission process. After a student receives an offer of admission, students will be required to complete the required checks and clearances in accordance with the timeline outlined in the DUCOM Acceptance Letter. Matriculation to DUCOM's MD program is contingent upon receipt of a background check with results that are acceptable and satisfactory as determined by DUCOM.

In addition:

- The applicant will not be assessed an additional fee for the CBC
- DUCOM's final decision about the applicant's acceptance to the College will be made only after review of the CBC, child abuse clearance and fingerprinting reports along with the applicant's response.
- These reports will not be used for any purpose other than the College's decision regarding the applicant's acceptance to the College or to obtain approval for clinical training at the College's affiliated clinical sites.
- The CBC, PA child abuse clearance and FBI fingerprinting reports will be confidential, maintained by the Office of Immunization and Compliance in accordance with applicable laws and will not become part of the student's academic record.

- These reports and clearances will not be used to unlawfully discriminate in admissions or other decisions.

The Associate Dean for Admissions and Enrollment or designee reviews the results of all background checks and clearances for all applicants. In cases where the results of the checks are satisfactory, the accepted student's record will reflect that the investigation was completed and satisfactory. In cases where the results of the checks reveal information of concern, the Associate Dean of Admissions and Enrollment or designee will contact the applicant and ask the applicant to provide a written response to the adverse report. The applicant must respond to the request within 10 days. The Criminal Background Review Committee (CBRC) appointed by the Vice Dean and separate from the Admissions Committee will be responsible for reviewing all relevant information regarding applicants whose backgrounds checks revealed information of concern. The CBRC may meet with the applicant either in person or by telephone if the CBRC determines, in its sole discretion that such a meeting will assist in its review. The Associate Dean of Admissions and Enrollment, or his/her designee, will chair the CBRC. Additional members may include representatives from academic affairs, minority affairs, legal counsel, student affairs and faculty. The CBRC will review the results of the background checks, the self-reported information in the applicant's AMCAS file and the applicant's written response. Factors involved in the recommendation may include, but not be limited to:

1. The nature, circumstances, and frequency of any reported offense(s);
2. The length of time since the offense(s) occurred;
3. Available information that addresses efforts at rehabilitation;
4. The accuracy of the information provided by the applicant in their medical school application materials,
5. The discovery of previously undisclosed information;
6. The discovery of conflicting information between or among the application materials and checks, and;
7. The applicant's response, and any other information self-reported in the applicant's application file.

The CBRC will not consider:

- Records of arrest if there is no conviction of a crime based on the arrest;
- Convictions that have been annulled or expunged
- Convictions for which the individual has been pardoned
- Information concerning juveniles, except for offenses for which the juvenile was tried as an adult.

Following its review, the CBRC will make a recommendation to the Vice Dean of Educational Affairs regarding the applicant. The final decision regarding the acceptance of an applicant will be made by the Vice Dean. The decision of the Vice Dean is final and is not subject to further appeals within Drexel University. DUCOM will inform the applicant of its final decision in writing. If the applicant is disqualified based in whole or in part on a conviction of any crime, DUCOM will outline the reasons for its decision.

Failure to consent to all required checks; refusal to provide necessary information to complete all required checks; failure to provide additional information when requested by DUCOM; and failure to comply with any review procedures may result in withdrawal of the admission offer, refusal of admission or dismissal from DUCOM.

Effective Date: September 20, 2016