

Saddleback College

**DIVISION OF HEALTH SCIENCE, HUMAN SERVICES, AND EMERITUS
INSTITUTE**

CRIMINAL BACKGROUND CHECKS

This policy applies to all Health Sciences and Human Services students that attend clinical in a contracted facility as part of the educational requirement for their degree or certificate.

1. Upon acceptance into a program with a clinical requirement, students will be required to obtain a criminal background check. The HSHSEI Division will provide guidelines to the student on how to apply for their background check and the cost of the background check.
2. Students will be given a deadline date by which the background check results must be submitted to the Dean (all programs except nursing) or Assistant Dean (nursing program).
3. Students who do not complete a background check by the deadline date will not be allowed to register for classes.
4. Students who have a recorded offense/arrest within the past seven years may not be allowed to enroll in a program with a clinical requirement.
5. Students may re-apply to the program when it has been seven years since an offense, or when they receive a clearance or certificate of rehabilitation from the court.
6. In the event a student withdraws from a program with a clinical requirement, the background check must be repeated upon re-entry into the program.
7. This policy applies to all facilities held to the Joint Commission on Accreditation of Healthcare Organization (JCAHO) standards. Other non-JCAHO facilities may require similar background checks. Individual programs will comply as needed.