



To help create a safe campus community for patients, students, employees, guests and others, University of Western States requires background investigation and verification reports for all students.

Applicants for admission into a UWS academic and/or clinical program are required to disclose any conviction, pending charges, or indictments for crimes, and are required to disclose any notice by a governmental agency in any jurisdiction of exclusion or substantiated findings of perpetrating abuse, neglect, exploitation, or abandonment.

Students applying for acceptance in all programs are required to submit to a background investigation and verification report upon conditional acceptance to the program after their tuition deposit has been paid. Refusing to submit to a background investigation or providing false or misleading information regarding background information are grounds for application denial or immediate dismissal from the university.

Once the initial background investigation is completed, students are required to report, in writing, any subsequent arrests, charges or indictment to the program director or dean within two business days of the incident. Failure to meet this requirement constitutes grounds for immediate dismissal.

Falsification of information, including omission of relevant information or the inclusion of misleading information, constitutes grounds for denial of admission or immediate dismissal from all academic programs. Students involved in criminal activity while in attendance at the university may be subject to disciplinary action, including immediate dismissal, in accordance with university policies.

A background investigation and verification report is valid for the duration of enrollment as long as the student is continuously enrolled, and the student reports any subsequent arrest and/or indictment. A student who has an interruption in enrollment is required to complete a new background check. An interruption in enrollment is defined as non-enrollment of two or more terms in the academic program. An officially approved temporary withdrawal is considered as having a break in enrollment if it lasts two or more quarters, for purposes of this policy. Students who apply to additional programs will be required to complete an additional background check associated with the application to that program if there has been a break in enrollment.

Non-UWS facilities may require a repeat background check. The criteria used by rotation or internship sites not affiliated with UWS may be more stringent than those used by the university, and may prohibit some students from completing an internship or practicum.

Background investigation and verification reports may reveal findings and conditions that potentially preclude a student from obtaining a jurisdictional registration, permit, or license. Applicants and students are required to contact the appropriate regulatory and/or licensing body of the jurisdiction they intend to practice in to determine if any information contained in these background reports will negatively impact their ability to obtain a registration, permit, or license. University of Western States



takes no responsibility to ensure that students or graduates meet background jurisdictional requirements for licensure or other related regulatory approval.

Rights

Applicants and students have the right to review the information reported in the background investigation and verification report for accuracy and completeness, explain any findings in writing, and request authentication of the accuracy of the information contained in the report. Such review is afforded to the applicant or student prior to any final decision of application denial or dismissal.

Based on the information contained in the background investigation and verification report, and any response from the applicant or student, the appropriate university officials will render a decision regarding approval of the student for acceptance to the program. Criteria for review shall include the nature of the crimes, how much time has elapsed, the circumstances relating to the crimes, age at time of crime, treatment and rehabilitation (if any), patterns of behavior, and any other facts or circumstances deemed relevant. The decision is subject to appeal in accordance with [Policy 9009 Grievance and Appeal](#).

Confidentiality and Record Retention

Background investigation and verification reports, along with any other submitted information, are confidential and are only reviewed by designated university officials and affiliated clinical facilities in accordance with the Family Educational Records and Privacy Act (FERPA). Background investigation and verification reports and other submitted information are maintained in accordance with [Policy 1231 Student Record Retention and Disposal](#).

Appeal

Students may appeal decisions related to this policy in accordance with [Policy 9009 Grievance and Appeal](#).

Related Policy:

[Policy 1231 Student Record Retention and Disposal](#)
[Policy 1232 Student Record Privacy \(FERPA\)](#)
[Policy 1239 Continuous Enrollment, Withdrawal, Dismissal and Expulsion](#)
[Policy 2001 Admission Requirements](#)
[Policy 9001 Student Conduct](#)
[Policy 9009 Student Grievance and Appeal](#)

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