

Name of Policy Criminal Records Checks	
Policy Number: 3364-82-07	
Approving Officer: President	
Responsible Agent Dean of the College of Nursing	
Nursing.	Effective date: May 5, 2014
<input checked="" type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision to existing policy
<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy

A) Policy Statement

A criminal record check may be required in various aspects of a program.

C) Scope

This policy applies to all applicants to the College of Nursing wishing to enter the College of Nursing at The University of Toledo in the Upper Division B.S.N. and all of the graduate nursing programs.

D) Procedure

- 1) The College of Nursing will conditionally accept students into the College of Nursing in the Upper Division B.S.N. and all of the graduate nursing programs subject to completion of the Criminal Record Check
- 2) Authorization Process and the Criminal Record Check
 - a) All incoming applicants wishing to be students of the College of Nursing

- (xi) the applicant's violation of University policies and procedures;
 - (xii) state and federal regulations regarding consideration of an individual with a past misdemeanor, felony or similar offense; and
 - (xiii) the accuracy of any information provided by the applicant
- d) Upon consideration of the information provided a decision will be rendered by the Dean of the College, or the Dean's designee, permit applicant to join the College of Nursing Upper Division B.S.N. or any of the graduate nursing programs and whether the conditional acceptance will be revoked. The applicant will be notified in writing within ten (10) days of the final decision. A second Adverse Action Notice letter will be sent to the applicant if the final decision is to withdraw the conditional offer of acceptance along with a second copy of the Summary of Your Rights Under the Fair Credit Reporting Act.

Office of the Dean of the College of Nursing CON Student Admission, Retention, and Progression Committee CON Faculty Assembly 5/5/14 Office of Legal Affairs	
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Note: The printed copy of this policy may not be the most current version; therefore, please refer to the policy website (<http://utoledo.edu/policies>) for the most current copy.

