

**Florida Agricultural & Mechanical University  
Board of Trustees Policy**

<b>Board of Trustees Policy Number:</b> 2008-07	<b>Date of Adoption/Revision:</b> August 12, 2008
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<b>Subject</b>	<b>Student Fingerprinting, Background Screenings and Drug Screenings</b>
<b>Authority</b>	Affiliation Agreements and/or Academic Program Requirements
<b>Applicability</b>	FAMU students participating in clinical activities related to an academic program.
<b>Purpose</b>	This policy governs student fingerprinting, background screenings, and drug screenings that are required by academic programs and/or affiliation agreements and is applicable to undergraduate and graduate students. It also provides a means for academic programs to provide screenings through select vendors.
<b>Policy</b>	<p>Students admitted to the academic programs or participating in field experiences as a part of their educational program listed below are required to undergo fingerprinting, background screenings, and/or drug screenings prior to participating in required clinical experiences:</p> <p style="text-align: center;">           Cardiopulmonary Science            Criminal Justice and Sociology            Education            Health Care Management            Health Information Management            Health Sciences            Nursing            Occupational Therapy            Pharmacy and Pharmaceutical Sciences            Physical Therapy            Psychology            Social Work         </p> <p>Information revealed in the background screening may preclude students from participating in the clinical requirements/experience of the program, thus making them ineligible to fulfill the degree requirements and jeopardize sitting for required post-graduate licensure examinations.</p>
<b>Terminology</b>	<p>The terms “clinical or field experience” include internships, practice experiences, clinical education/experience, clinical process, management affiliation, professional development, administrative and practice residencies, clerkships, clinical rotations, field practicums, clinical practicums, and other types of experiential learning.</p> <p>The term “affiliation agreement” includes memoranda of understandings, memoranda of agreement, and any other agreement between the University and an agency which establishes a clinical experience for students.</p>
<b>Rationale</b>	Fingerprinting, background screenings, and drug screenings “are required” by the University to

	<p>comply with affiliation agreements with various agencies. The University enters into such agreements with agencies to provide students with practical clinical experiences. The agencies may compel student to undergo the screenings prior to beginning a clinical experience because of mandates from its accrediting bodies, licensing agencies, pertinent laws, and rules. Certain agencies may require the identification of any violation of law during the clinical.</p>
<p><b>Scope</b></p>	<p>Each academic program will include in its student program handbook, course syllabi and on its website, the types of screening that are required. The screenings may include the following:</p> <p><b>Fingerprinting</b></p> <p><b>Criminal background screenings may include:</b></p> <ul style="list-style-type: none"> <li>• National Crime Information Center (NCIC)</li> <li>• Federal Bureau of Investigation – Fingerprint</li> <li>• Criminal Justice Information Services</li> <li>• Florida – Statewide criminal records search</li> <li>• Leon County – Criminal records search</li> <li>• Conviction information for all criminal offenses (felonies and misdemeanors) committed as a juvenile and as an adult</li> <li>• Sex offender registry</li> <li>• All types of adjudications</li> </ul> <p><b>Drug Screenings:</b></p> <ul style="list-style-type: none"> <li>• May include, but is not limited to a ten (10) panel screening</li> </ul> <p><b>Other Screenings:</b></p> <ul style="list-style-type: none"> <li>• Driving Records</li> <li>• Credit Reports</li> </ul>
<p><b>Timing</b></p>	<p>Fingerprinting, background screenings, and/or drug screenings may be conducted prior to or during a clinical experience. Specific requirements may be included in affiliation agreements. Students will be notified of screening requirement as soon as is practicable. Students must submit to and satisfactorily complete required fingerprinting and screenings within the time-frame provided by the program area. Students that fail to submit to fingerprinting, background screenings, and/or drug screening will not be allowed to participate in the clinical or progress academically if the screening is satisfactorily completed.</p> <p><b>Students must undergo fingerprinting, background screenings, and/or drug screenings at the following points of their matriculation:</b></p> <p><b>Pharmacy:</b> Beginning of their first professional year or at any other time that may be required by the College of Pharmacy and/or an affiliation agreement.</p> <p><b>Nursing:</b> After admission to the nursing program or at any other time required by an affiliation agreement.</p> <p><b>Allied Health Sciences:</b> At the beginning of the first semester of their first professional year in the program or at any other time that may be required by programs in the School of Allied</p>

	<p>Health Sciences and/or an affiliated agency.</p> <p><b>Education:</b> Prior to enrolling in courses with clinical components. Students are required to self-disclose when applying to the professional teacher education program.</p> <p><b>Criminal Justice and Sociology:</b> Prior to enrolling in the internship course and completing the field work requirements.</p> <p><b>Social Work:</b> After admission to the Social Work program and at any other time required by an affiliation agreement.</p>
<b>Costs</b>	Students will pay for all fingerprinting, background screenings, and/or drug screenings, unless the costs are paid by the affiliated agency.
<b>Identification Of Vendors</b>	Florida A&M University will designate, through a competitive solicitation process, a list of companies that meet the requirements of the programs and any affiliation agreements.
<b>Duty to Report</b>	Students affected by this policy have a continuing duty to report any updates to their criminal records, after their criminal history has been reported to the University.
<b>Significant Findings</b>	<p>Students may request the vendor to verify the accuracy of their background and/or drug screening report. Following verification, the report will be submitted to the clinical site for the site to determine the suitability of the student to participate in the clinical experience. In the event a facility does not accept a student, the University will make reasonable efforts to locate an alternative placement. (Students may be required to update background and drug screenings to participate in clinical experiences.)</p> <p>Students with a positive drug screening will not be allowed to participate in the clinical experience and may be subjected to disciplinary action, up to dismissal from the University.</p> <p>Students' ability to progress through the professional program and eligibility to sit for licensure exams may be affected by an adverse background and/or drug screening.</p> <p>In addition to the above, the individual programs have the following specific requirements:</p> <p><b>Pharmacy:</b> The student may be required to appear before the Board of Pharmacy in the event that convictions are revealed. Each incident will be dealt with on a case-by-case basis.</p> <p><b>Nursing:</b> A student's ability to participate in the clinical experience is dictated by the affiliation agreement. Students with adverse background and/or drug screenings may not be allowed to complete the clinical requirements of the program, thus making them ineligible to meet the graduate requirements. Each instance will be dealt with on a case-by-case basis.</p> <p><b>Allied Health Sciences:</b> The student may not be able to matriculate academically in the professional program until the criminal background and drug screenings are cleared. Each incident will be dealt with on a case-by-case basis.</p>
<b>Significant Findings</b>	<b>Education:</b> Upon self-disclosure of adverse criminal background, students will be referred to the Florida Department of Education, Bureau of Professional Practice Services. There the

	<p>student's background will be reviewed and a suggestion made regarding whether the student would have problems becoming certified to teach in the public schools. If significant, the student will be provided academic counseling by the College of Education to assist them in selecting a different major.</p> <p><b>Criminal Justice and Sociology:</b> Students with criminal backgrounds will be counseled regarding the limited likelihood of employability in the criminal justice field.</p> <p><b>Social Work:</b> Students with criminal backgrounds will be advised as to the potential limitations in field placement options, employment and professional licensure.</p>
<b>Record Keeping</b>	<p>The report and information generated from fingerprinting, background screenings, and/or drug screenings are confidential and will only be provided to and reviewed by designated University officials, the affiliation site coordinator, and the student. The <b>Family Educational Rights and Privacy Act (FERPA)</b> requires that faculty and preceptors not have access to these records, as it may unduly influence how they evaluate a student's performance.</p> <p>Reports from fingerprinting, background screenings and/or drug screening will be maintained in a locked file until the student graduates or is no longer enrolled in the academic program. These reports must be kept separate from the student's educational records.</p>
<b>Falsification of Information, Failure to Disclose</b>	<p>Students that provide false information and/or fail to disclose criminal history may not be allowed to participate in the clinical experience and may be subject to appropriate disciplinary action.</p>
<b>Refusal to Submit to Screening</b>	<p>Students that fail to submit to the fingerprinting, background screening and/or drug screenings will not be allowed to participate in any clinical activities and may be subject to disciplinary action, as appropriate.</p>
<b>Students' Rights</b>	<p>Students shall have the right to review any information that is revealed through the fingerprinting, background screenings, and/or drug screenings, as permitted by law and in accordance with all applicable procedures. Students may provide additional documentation to explain or correct inaccurate information.</p> <p>Prior to making any decision that is based upon the background screening, the student will obtain a copy of or access to the report directly from the company, as provided above. The student will also be provided contact information for the company that issued the report.</p>