

*Policy No.: 8006  
Board Approved: May 26, 2009  
Revised:*

## **Policy on the Use of Criminal Background Checks**

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The College is committed to protecting the privacy rights of students and employees as well as to providing a safe work and academic environment. Criminal background checks are a required part of specific academic or employment processes, which are published and uniformly implemented. For example, all students enrolled in academic programs that have a required medical/clinical component must undergo criminal background checks as part of their academic program requirements. Also, all applicants for staff positions in the Children's Learning Center are required to pass criminal background checks to be hired.

In addition, when the administration (president or his or her designee) suspects that a student's behavior or prior behavior before being admitted to the College may constitute a threat to the safety of the campus, he or she may require criminal background checks. Written permission from the student or student applicant normally will be sought before conducting a criminal background check for these reasons except in highly unusual circumstances, which directly relates to health and human safety.