

**University of Illinois at Chicago
College of Dentistry
Policy Governing Background Checks**

The University of Illinois at Chicago (UIC) College of Dentistry (College) requires that all students, prior to matriculation into the UIC Doctor of Dental Surgery Program (DDS Program), successfully complete a criminal background check. Therefore, an offer of admission into the DDS Program is conditional until a background check has been completed and the College has deemed the results acceptable. Students who refuse to submit to a background check or who fail to provide the results of the check to the College will not be allowed to matriculate into the DDS program.

The College is committed to patient safety and requires background checks of students in order to further ensure the safety of patients. The College also requires background checks in order to abide by the provisions of affiliation agreements that it has with hospitals and other agencies in which students may have clinical experiences. Many hospitals and agencies used for rotation/external experiences require that students have background checks prior to participation in any clinical experiences. Furthermore, as the external clinical experiences are an essential component of the curriculum and in attaining competency, those students that would be barred from participating in clinical experiences could not successfully complete the curriculum. Finally, as many licensing agencies require individuals to undergo a criminal background check prior to licensure, the College has determined that it is important to address this issue prior to a commitment of resources by the student and the College.

An independent vendor has been identified by the College to provide the required background screening. Those students who have been conditionally accepted to the DDS Program are responsible for requesting the background check from the vendor and paying the required fee. The background check shall span the prior seven year period and shall include any convictions and/or deferred adjudications of a felony or misdemeanor level. The student is also responsible for ensuring that the vendor sends the results of the background check directly to the College's Office of Student and Diversity Affairs. The individual will be informed: 1) of how to contact the independent vendor to challenge the accuracy or completeness of the report; and 2) that the independent vendor was not involved in any decision that may adversely affect the individual. All information from the background check report will be separately maintained in a confidential file by the College and will be destroyed upon the student's graduation/separation from the College.

Validated background reports found to be in conflict with responses on the application may be grounds for withdrawal of an offer of enrollment based upon submission of false or misleading information on the application.

It is anticipated that background checks will be honored for the duration of the student's enrollment in the program if the participating student has not had a break in the enrollment. A student who has had a break in enrollment may be required to submit to another background check. A break in enrollment is defined as withdrawal from a program and readmission. A student on Leave of Absence is considered to be in continuous enrollment.