

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 5.1.7

Title: Student Background Checks	
Originated by: Director of Nursing	Originated Date: 8/2008
Revised by: Dean of Nursing and Health Programs	Revised Date: 5/2022
All Nursing Faculty Approval Date: 8/1/2008	
President/Board of Directors Approval Date: 8/30/2022	
Reviewed on: 2/2014; 8/2016; 7/2021	

Policy Statement:

All students accepted into a health service program that requires background checks, will be asked to perform a criminal background check with the appropriate designated company identified by the specific program. Acceptance into the program remains provisional until the background check report is received and reviewed.

Rationale:

Verification of criminal offenses is required to determine eligibility of admission to the program and certification/licensure.

Procedure:

1. Accepted students will be asked to initiate a background check at program orientation/enrollment.
2. If the results of the background check are not provided by the student at the time of application to the program, the student must sign a waiver for the results to be provided.
3. Results will be reviewed by the program coordinator and/or the Dean of Nursing Education and Health Programs.
4. Students are asked to notify the program coordinator and/or Dean if convicted of an offense during the program year.
5. Students with any violations on the background check will meet with the program and/or Dean of Nursing Education and Health Programs to determine an action plan based on specific program state board regulations. (i.e. Kansas State Board of Nursing regulation K.S.A. 65-1120).