

Criminal Background Check (CBC) Policy

Criminal background checks will be required after a student has been accepted to the Wegmans School of Pharmacy but prior to matriculation, all expenses related to this requirement are the responsibility of the student. Applicants who have a criminal record or were arrested for any reason must report this in their application to the Wegmans School of Pharmacy. Applicants who are accepted into the Wegmans School of Pharmacy will be required to complete a criminal background check by a company approved by the school. Applicants with criminal records will have their records reviewed by the Assistant Dean for Student Affairs, Dean of Students, and Director of Security. If adverse records are found the student may be required to do the following:

1. Provide a signed written statement stating that the records found were in error, correcting the error with the company that first identified a criminal record or charge by calling 1.888.666.7788, and completing another criminal background check with the adverse record removed.
2. Provide a signed written statement describing their situation and circumstances surrounding the charge/arrest.
3. Meet with the Dean of Students, Director of Security, and Assistant Dean for Student Affairs.
4. Produce legal documentation related to the records found.

Adverse information may lead to withdrawal of the offer for admission or a dismissal from the program. In reviewing the background check reports and any information submitted, the Dean of Students, Director of Security, and Assistant Dean for Student Affairs may consider the following factors in making its decision:

- The nature and seriousness of the offense or event
- The circumstances surrounding the offense or event
- The relationship between duties to be performed as a part of the educational program and the offense committed
- The age of the person when the offense or event occurred
- Whether the offense or event was an isolated or repeated incident
- The length of time that has passed since the offense or event
- Past employment and history of academic or disciplinary misconduct
- Evidence of rehabilitation
- The accuracy of the information provided by the candidate who has received an offer of admission
- The accuracy of the information provided by the student in the application materials, disclosure forms and other materials
- Experiential site or state board licensure policies

Background check reports and other submitted information are confidential and will be kept in the student's academic file under the direction of the Office of Student Affairs. This information may only be reviewed by college officials, the designated background

check provider, and affiliated experiential sites in accordance with the Family Educational Rights and Privacy Act (FERPA). It is student's responsibility to pay for all expenses and for providing a copy of the results to the Wegmans School of Pharmacy by the appropriate deadlines. Criminal background checks may include a review of the applicant's criminal history for at least seven years prior to the requesting date. These criminal background checks may include, but are not limited to, any or all of the following:

- Social Security number validation
- Criminal Records
 - Federal criminal history
 - State and county criminal history
 - Arrest records
 - Felonies, misdemeanors, deferred adjudications, pending charges, expunged criminal records
- Civil searches
- Sex offender and predatory registry search
- Adult and child abuse registries
- Office of the Inspector General (OIG) List of Excluded Individuals/Entities
- General Services Administration (GSA) List of Parties Excluded from Federal Programs
- Fraud and Abuse Control Information System
- Nationwide Healthcare Fraud and Abuse scan
- Interpol or country of origin checks for international students
- Patriot Act/Terrorist Watch List

The student has the right to appeal any decision by addressing the Dean of the Wegmans School of Pharmacy in a letter (not e-mail) with the student's signature and date indicating the appeal. The Dean of the Wegmans School of Pharmacy, reserves the right to request a repeat criminal background check at any time for any student from the current vendor or any alternate vendor. Students who fail to submit to a repeat criminal background check may be dismissed from the program. The decision of the Dean of the Pharmacy School is final. Experiential sites may request that a student submit to a criminal background check at any time prior to or during the time of the rotation. Any student who is arrested or charged with any crime while attending the Wegmans School of Pharmacy should report the incident to the Assistant Dean for Student Affairs immediately, and present copies of the legal documents. Failure to notify the Assistant Dean for Student Affairs may result in dismissal from the Wegmans School of Pharmacy.

Note, the criminal background check process does not guarantee safety of students, patients, or faculty. An acceptable criminal background check does not guarantee students acceptance to experiential sites, rights for graduation, or the ability to obtain licensure upon graduation. Experiential sites and state boards of pharmacy may treat the information obtained from a background check differently or uncover new information not previously revealed. If a student has a criminal record or is concerned

about licensure issues for any reason the student should contact the state board of pharmacy in the state for which they are seeking licensure. Contact information for all the state boards of pharmacy is available at: www.nabp.net.