

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 8.6.8.1
Related Policy: 8.6.8
Title: Criminal Background Checks and Drug Screens on Selected Students
Responsibility: Executive Vice President for Academic and Workforce Development

Original Approval Date: 12-11-2004
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Last Revision: 01-11-2023

President

Horry-Georgetown Technical College (HGTC) receives criminal background check (CBC) results and/or urine drug screens (UDS) for students who are participating in clinical studies, placement, or internships at direct care or related facilities/agencies and internship sites. The following guidelines are utilized in conducting CBC and/or UDS for students in particular academic programs as required to improve safety, may be required by law and/or applicable policies and procedures of the College and/or affiliated facilities/agencies:

- A. During the Admissions process, students who plan to enroll in a program requiring a CBC and/or UDS are required to sign an affidavit which certifies their understanding of these CBC/UDS requirements.
- B. At the appropriate time and according to program requirements, students complete the CBC and/or UDS through the College's identified external vendor. This process includes, but is not limited to, selecting the appropriate CBC/UDS package online, remitting payment, completing any required steps for lab work, and supplying any additional information to the CBC/UDS vendor.

Upon completion of the CBC and/or UDS, the external vendor supplies the results to the College's Clinical Admissions Office (CA). The CA follows the processes outlined below.

1. The Clinical Admissions Office (CA) reviews the results of the CBC and/or UDS for each student. If no charges and/or convictions are found or if only minimal charges or convictions (such as minor traffic violations) are found, the CA emails the student upon clinical/internship placement.
2. For any CBC with charges and/or convictions, the CA sends the information to the AVP/Dean and Academic Chair.

The Academic Chair and/or AVP/Dean may request the CA to follow up with the students with a Letter of Explanation (LOE) which provides further explanation. This is then shared with the Academic Chair and AVP/Dean of the Division.

3. The Academic Chair and/or AVP/Dean may redact the personally/identifiable information and work directly with the clinical, internship or agency affiliates to indicate whether the student is eligible for placement. If at least one clinical affiliate determines the charges and/or convictions negatively impact a student's ability to be placed in a clinical facility, the Academic Chair and/or AVP/Dean can deny access for the placement. The Academic Chair and/or AVP/Dean discusses the outcome with the student and provides options for resolution and/or progression.
4. The Academic Chair and/or AVP/Dean will complete the Student CBC/UDS Rectification Form which includes the outcome and next steps.

NOTE: Some programs may be required to complete a CBC and/or UDS prior to each semester.

- C. CBC and UDS results for currently enrolled students are housed with the third-party vendor.