



**Charles R. Drew University of Medicine and Science**  
*"A Private University with a Public Mission"*

**Criminal Background Check Policy for Students in College of Medicine**

**POLICY: # 320**

**Supersedes N/A**

**Issuing Officer:** Dean, College of Medicine  
**Responsible Office:** Office of Medical Education  
**Effective EPCC Date:** 9/16/2025  
**Effective University Date:** 12/7/2025  
**Next Review Date** 9/16/2028

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**I. PURPOSE:**

The Charles R. Drew University of Medicine and Science (CDU) Doctor of Medicine (MD) Program is committed to ensuring a safe, ethical, and professional learning and clinical environment. At CDU, a check of a student's criminal background is intended to serve as an important part of the selection process prior to matriculation, post-matriculation, and prior to clinical placement.

**II. POLICY STATEMENT:**

A background check is conducted with the goal of assessing risks and promoting a safe environment for students, faculty, employees, and guests to protect key organizational assets such as people, property, and information. Background checks shall be performed on all students prior to matriculation into the MD program and prior to beginning clinical rotations. Enrolled students in the MD program may be subjected to additional criminal background checks in order to meet clinical placement requirements.

**III. POLICY:**

The College of Medicine (COM) performs background screenings that include an assessment of the accuracy, validity, and integrity of the student's background.

The background check may include, but is not limited to:

- Identity confirmation
- Criminal conviction history
- Social Security number verification
- Residence history and verification
- National sex offender registry search
- Healthcare fraud and abuse databases
- Federal and state criminal databases
- Search of the Department of Health and Human Services, Office of the Inspector General, database of excluded persons
- Fingerprinting and screening
- Additional background screenings may be required by clinical site partners

Misrepresentation, falsification, or omission of information submitted to the University on an application for admission, during matriculation in the MD program or in connection with participation in a clinical placement may result in discipline up to and including dismissal.

### **Review Process:**

The MD Program will review each case individually, focusing on the student's suitability for the profession of medicine, threats to individual patients, and risks to the College of Medicine and the community.

- Instructions for completing background checks will be provided to students.
- Results are submitted directly to the CDU Chief Compliance Officer.
- If concerns arise, a case-by-case review will be conducted by a panel that may include:
  - Associate Dean of Student Affairs
  - Assistant Dean of Admissions and Student Affairs
  - Senior Associate Dean of Medical Education
  - Dean of the College of Medicine
  - University Legal Counsel
  - Chief Compliance Officer
- Students may be asked to submit supporting documentation or information.
- Admissions decisions based on background checks are final and not subject to appeal.
- Enrolled students may appeal dismissal decisions via the student grievance and appeal process.

### **Appeals:**

Factors considered in the review of an appeal may include but are not limited to:

- The nature and seriousness of the offense
- The circumstances under which the offense occurred
- The relationship between the duties to be performed as part of the College of Medicine's curriculum, including clinical components, and the offense committed
- The age of the person when the offense was committed
- Whether the offense was an isolated or repeated incident
- The length of time that has passed since the offense
- Past employment and volunteer experiences
- Academic and professional record
- Evidence of successful rehabilitation
- Forthrightness of the information about the incident in the opportunities for self-disclosure

## Ongoing Reporting Requirement

Admitted students must report any changes to their criminal record within **72 hours** of occurrence. Failure to report will result in referral to the Admissions Committee and may result in rescinded admission prior to matriculation

## Post-Matriculation Background Checks

- A. Criminal background checks and/or drug testing may be required by clinical affiliates; post-matriculation background checks are submitted to the Office of Medical Education.
- B. Additional requirements such as fingerprinting and screenings may be required by a clinical affiliate site.
- C. Students are required to immediately report (within 72 hours) all changes in their criminal record to the Associate Dean for Students Affairs
- D. Failure to report any change in status will result in a referral to MSEP and may lead to disciplinary action up to dismissal.
- E. Background checks that include discovery of criminal activity may result in the inability of the student to rotate through various affiliate sites, delayed graduation, suspension, and/or dismissal at the discretion of the MSEP Committee.
- F. The COM can provide attestation of a confirmed successful background completion to clinical affiliate sites, if requested.
- G. Additional background checks may be required for longitudinal clinical experiences, clerkship rotations, and away rotations if identified as an onboarding requirement of outside institutions or if a break in enrollment.

## IV. APPLICABILITY:

All applicants; students; and participants in clerkships, internships, and residency programs in the College of Medicine

## V. DEFINITIONS:

**Admissions Committee** – Admissions Committee is charged to select candidates for admission to the MD Program and guarantee the selection of prospective medical students for admission is not influenced by any political or financial factors.

**Medical Student Evaluation and Promotions (MSEP) Committee**: The MSEP is a Dean's Committee that is responsible for the following: 1) reviewing the academic and professional progress of all students as they progress through the curriculum, 2) promoting students for advancement to the next level of training, 3) deciding on appropriate action for students earning one or more academic deficiency, and 4) final review and certification that each student has met all required outcome measures and standards of achievement for graduation.

## VI. RELATED POLICIES:

CDU Policy No. 402, Student Code of Conduct  
CDU Policy No. 403, Student Responsibility

## VII. RELATED LINKS:

N/A

*List any applicable links, forms, and/or procedures.*

**VIII. POLICY HISTORY:**

Review Dates:	Change Description:
09/16/2025	New policy approved by the EPCC on 09/16/2025.
11/7/2025	Policy reviewed by the University Policy Committee (UPC) – no conflict with university policies.