The Department of Family Studies and Community Development requires students who are Family and Human Services majors to successfully complete an internship. Internship courses are generally offered at off campus sites, including hospitals, schools, nonprofit agencies, and other settings that are not part of Towson University. These sites may require that you disclose whether you have a criminal record or that you submit to a criminal background investigation and/or a drug screen as a condition of your participation in the internship experience. Depending on your placement, you therefore may be required to complete a criminal background check and/or drug screen, and this may be conducted at your own expense. Towson University shall have no obligation either to refund your tuition or to otherwise accommodate you in the event a criminal record or positive drug screen renders you ineligible to complete required internship courses.

In addition, upon graduation, you may be required to sit for certification exams or licensure which will allow you to practice your selected profession. At that time, you may be required to release your criminal record or have a criminal background check completed prior to sitting for the exam or prior to receiving a license or certification to practice. A licensing or certification board or agency is generally permitted to deny a license/certification or to revoke or suspend a license/certification or to reprimand a licensee if the applicant or licensee is convicted or has plead guilty to a felony or other specified crimes. In the event you have a criminal record, Towson University urges that you make a timely inquiry of the applicable licensing or certification authority to determine the effects, if any, of your criminal record on eligibility for licensure or certification. Towson University shall have no obligation either to refund your tuition or to otherwise accommodate you in the event your criminal record renders you ineligible to complete certification exams or to receive licenses.

Towson University does not require a student to undergo a criminal background check or drug screen. Any criminal background check or drug screening completed is a voluntary action taken by the student. Regardless of whether a student chooses to share information with Towson University’s Department of Family Studies and Community Development, the internship placement’s site coordinator or, in the case of licensure or certification, the appropriate licensure or certification board, will take the actions it deems appropriate as a result of information contained in criminal background checks and/or drug screening.

“I acknowledge that I have read the above paragraphs relating to the possible consequence of having a criminal record and that I understand the effects a criminal record may have upon my eligibility to complete the requirements of my major, sit for certification exam, and obtain licensure.”

Print Name ___________________________________
Signature _____________________________________
TU ID # ______________________________________
Date _________________________________________

2/2013