Department of Family Studies and Community Development
Criminal Background Check/ Drug Screen:
Student Policies and Procedures

1. Each placement site develops its own eligibility standards for student participation in the setting.
   • A finding on a student’s criminal background check may yield a rejection from some sites, but may not yield a rejection from other sites.
   • Some students may be required to obtain background checks and others may not; some sites may require drug testing or fingerprinting and others may not.
   • Students are responsible for incurring the expenses involved with all levels of background checks.
   • It is anticipated that the background check requirement will grow increasingly common in health care and other settings.

2. A student rejected from a site must meet with the department internship coordinator and/or department chair prior to contacting a second site.
   • Criminal background check results are confidential and the results are not shared with the university.

3. Following a rejection from a site based on criminal background check results, if appropriate, the internship coordinator will attempt to place a student in another fieldwork site that also requires a criminal background check.
   • The department internship coordinator will notify the second site that the student was considered ineligible at the first site as a result of his/her background check.

4. Students who are rejected from two placement sites on the basis of their criminal background checks will be considered unable to complete the Family and Human Services major requirements and may be dismissed from the major.
   • Students are strongly encouraged to consider the ramifications resulting from any negative findings on their criminal background checks when they select a career in human services.
   • Students have the right to an appeals process through the Policy on Judicial Procedures
     http://www.towson.edu/studentaffairs/judicialaffairs/appealprocedures.asp

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