

University Policy 2.02.11**Background Checks****Policy Revision Approval Date: November 18, 2011****Policy Revision Effective Date: December 1, 2011****Procedure Approval Date: August 11, 2016****Procedure Effective Date: September 1, 2016****POLICY STATEMENT**

Capella University requires that learners pursuing degrees in specific programs successfully complete and pass a criminal background check prior to course registration. Additionally, in order to retain the ability to register for courses in specific programs learners may need to complete an annual criminal background check. Failure to complete and/or pass a background check may result in administrative withdrawal from the university.

RATIONALE

Capella University recognizes the need for learners in select disciplines to successfully complete and pass a background check(s) in order to complete their degree program and engage in their desired vocation. By requiring that learners successfully complete a background check, Capella can increase the public trust in programs and fields where background checks are necessary or appropriate.

DEFINITIONS

None

PROCEDURES

- I. Background Checks
 - A. Learners in specific programs requiring background checks must complete the background check through Capella University's approved provider.
 - B. Learners in specific programs requiring background checks will be unable to register for courses until they have successfully completed and passed the background check.
 - C. Learners are responsible for any fees required to complete the background check through Capella's approved provider.
 - D. Capella University is unable to accept background checks completed for other purposes, including requirements for other educational institutions or vocational needs, as substitutions for the background check requirement.
 - E. Capella University's approved provider will supply the results of the required background check directly to the learner and Capella University.
 - F. Learners may review the results of their background check through Capella University's approved provider.

- G. Learners who are approved to change their Capella University program to one requiring a background check must complete a new background check to satisfy the new program's requirements.
- H. Ongoing Review
 - 1. Learners in specific programs may be required to pass additional background checks or submit updated materials on an annual basis to remain eligible to register in courses.
 - 2. Learners wishing to complete field experience/practice immersions, internships, or practica may be required to complete and pass a background check administered by the site or state where the supervised experience is completed.

II. Background Check Results

- A. Specific criteria for evaluating criminal convictions are determined by program. Learners should consult their program handbook for program-specific criteria.
- B. Learners who pass the background check requirements for their program will be eligible to register for courses in that program.
- C. Background Check Failure
 - 1. Learners whose background checks reveal specific criminal convictions as indicated by their program handbook will be unable to register in courses and are not subject to review.
 - 2. Learners whose background checks reveal prior criminal convictions may be subject to review by the school designee to determine if the learner can register for courses as indicated by their program handbook.
 - 3. Learners may provide evidence of extenuating circumstances to the school designee at the time of school review indicating the reasons they should be allowed to register for courses despite the results of the background check.
 - 4. Learners wishing to contest the results of a background check must contact Capella's approved provider to request changes or resolution to their records.
 - 5. Learners not approved to register for courses have 10 calendar days to submit a request to change to a new program. Learners who do not request a change to a new program will be administratively withdrawn from Capella University.

III. Administrative Withdrawal Appeals

- A. Learners must complete and submit appeals to the school designee within 10 calendar days of being sent notification of the decision.
- B. Learners must include an explanation of the extenuating circumstances surrounding their administrative withdrawal and their plan for future academic success.
- C. Learners are not permitted to register for any Capella course (including non-credit courses, residencies, etc.) pending the outcome of their appeal.
- D. The dean or dean's designee reviews the appeal and makes a determination.
- E. The decision of the dean or dean's designee is final.

IV. All procedures in this policy apply to learners in credit-based (GuidedPath) and FlexPath programs.

POLICY OWNER

Academic Owner: Chief Academic Officer

Operations Owner: Learner Services and Operations

RELATED DOCUMENTS

University policy 2.02.02 Course Registration

University policy 2.02.07 Changing Academic Program

University policy 2.02.10 Separation from the University

REVISION HISTORY

Original Policy Approval Date: November 18, 2011

Revision Dates: 6-6-13; 8-11-16; 12-14-16

Administrative edits as result of ongoing review: 8-6-12; 7-28-14