

 <p>XAVIER UNIVERSITY Department of Occupational Therapy</p> <p>POLICIES AND PROCEDURES</p>	Departmental Authorization:	Section:
	Signature	Date Issued or Revised: 1-18-07
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Policy regarding Criminal Background Checks prior to fieldwork experiences

All students are to provide documentation to show evidence that a criminal background check has been completed and submitted to the Academic Fieldwork Coordinator before the beginning date of their first Level I Fieldwork experience in the Occupational Therapy Program. If the documentation is not submitted, or is incomplete, the student may not report to the fieldwork site as scheduled, which may delay completion of the course requirements within the time allotted for that semester.

Students are expected to assume responsibility for having their fingerprints processed through an appropriate agency. Information regarding sites to complete this step is provided to the student in the spring semester of their first year in the entry level masters program in order to allow adequate time for completing the process before level one fieldwork experiences scheduled in their fall semester in the masters program. Students whose primary residence is outside of the state of Ohio will complete a state and a federal background check. Students whose permanent residence is in the state of Ohio need only to submit a state background check.

Any completed background check that produces evidence of a felony may prohibit the student from being allowed to participate in level one and/or level two fieldwork experiences, depending on the nature of the conviction. If a felony conviction has been identified, this information must be shared with the potential fieldwork site to determine eligibility of the student to engage in a clinical fieldwork experience. The academic fieldwork coordinator will assume responsibility to discuss such a situation fully with the clinical fieldwork coordinator before the student is assigned to the fieldwork site.

All of the above documentation provided by the student will be maintained in his/her personal file within the Xavier University Occupational Therapy Department. This information will only be forwarded to the Level One and Level Two Fieldwork Sites prior to their expected arrival date for fieldwork if requested by the fieldwork site.