

BACKGROUND CHECK POLICY

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Policy Scope

This policy applies to all UNMC graduate students. A student who has a break in enrollment of at least two semesters in the approved curriculum of a certificate or degree program may be required to complete a new background check. An approved leave of absence does not constitute a break in enrollment for the purpose of this policy.

Policy

UNMC Graduate Studies requires background checks on all newly admitted graduate students with the following exceptions.

- Students admitted to fully online programs and who will not access UNMC facilities* in person at any time
- Non-degree seeking students taking only fully online courses and who will not access UNMC facilities* in person at any time
- International students who have a valid student visa permitting them to study at UNMC and have never lived in the US and/or US territories nor attended an educational institution within the US and/or US territories
- Students participating in intercampus enrollment at UNMC who will not access UNMC facilities* in person or who have completed a background check at their home institution**
- Current NMC/UNMC employees and students who have completed a background check within the past two years*

*This does not include accessing NM facilities or joint NM/UNMC facilities for patient care.

**If an employee's or student's prior background check does not include all of the searches required by Graduate Studies, then any remaining background check searches will be required.

Students may need to submit to additional and/or repeated background checks depending on program and clinical placement requirements. Students who refuse to submit to a required background check will not be admitted or progressed. UNMC Graduate Studies reserves the right to rescind an offer of admission or progression or to place monitoring requirements on any individual whose background investigation reveals a history of conduct that:

- is reasonably determined to increase the risk of harm to patients or individuals on UNMC premises; or
- was not accurately disclosed in response to a direct question regarding criminal history on any application for admission in connection with the program; or
- is inconsistent with the high standard of ethical conduct required of all members of the academic community; or

- is otherwise unbecoming a member of the academic community or would preclude completion of required educational activities.

Procedure

Required Background Check Searches

1. Social Security Number Verification
2. Maiden and AKA Name Search
3. Positive Identification National Locator with previous address
4. Criminal History Investigation
5. National Wants & Warrants Submission
6. National Sex Offender Registry
7. Sexual Offender Registry/Predator Registry
8. Adult and Child Abuse Registry
9. Sanction Check- National Healthcare Data Bank (NHDB)
10. Officer of Inspector General Sanctions
11. Excluded Parties Listing System

Review of Background Checks

UNMC Graduate Studies has the discretion to determine what constitutes an adverse finding in the background check that may result in denial of admission or dismissal from the program. If a determination of an adverse finding is made, Graduate Studies will determine if such an adverse finding will result in denial of admission or dismissal from Graduate Studies.

Identification of Vendors

- All background checks will be performed by vendors approved by UNMC Graduate Studies.

Allocation of Cost

- Accepted applicants and enrolled students must pay the costs associated with procuring a background check.

Additional/Subsequent Criminal and Civil Matters

All students must report to Graduate Studies within 30 days any new charges against them involving criminal activity including but not limited to theft, assault, and illegal drug/alcohol activity other than minor traffic violations. The student must also report if they have been a defendant in a civil suit. When this occurs or is discovered while a student is in attendance at UNMC, disciplinary action may be taken, including dismissal and will be addressed through the university's academic or disciplinary policies.

Failure to Submit to a Background Check

Any student who fails to adhere to the background check deadline set by UNMC Graduate Studies may be suspended from all classes, rotations, and research activities until clearance documentation is provided in accordance with Graduate Studies procedures.

Falsification of Information

Falsification of information, including omission of relevant information, may result in denial of admission or dismissal from UNMC Graduate Studies and may be addressed through the university's academic or disciplinary policies.

Background Check Record Maintenance

Background check reports and other submitted information are confidential and may only be reviewed by University of Nebraska Medical Center officials and affiliated clinical facilities in accordance with the Family Educational Records and Privacy Act (FERPA). Student background check reports and other submitted student information will be maintained electronically in the Graduate Studies Office. Records will be maintained according to state statute requirements.

Date Approved by Graduate Council: April 3, 2025