

The University of Texas Dental Branch at Houston Policy for Conducting Criminal Background Checks

The University of Texas Dental Branch must abide by requirements of hospitals and other agencies in which students may have clinical experiences. Clinical agencies used for rotation/external experiences have the same requirements for students as those required of employees (criminal background checks and, in some cases, drug screening). An offer of acceptance and admission is conditioned upon the successful completion of a criminal background check. The criminal background check will serve to verify information in the TMDSAS Application provided by each applicant. The Dental Branch requires criminal background screening of all students following conditional admission and prior to enrollment.

Individuals who do not consent to the criminal background check or who fail to provide the report as required will not be allowed to enroll in the dental education program.

An independent vendor will be identified by the Dental Branch to provide the criminal background screening. Students conditionally accepted for admission are responsible for requesting the report and paying the appropriate fee. Copies of the report shall be provided to UTDB and to the student conditionally accepted for admission. Students will be informed 1) of how to contact the independent vendor and notify UTDB of any challenge the accuracy or completeness of the report and 2) that the independent vendor was not involved in any decision that may adversely affect the student. All information will be separately maintained in a confidential file. The background check document will be destroyed upon graduation/separation from the institution. A validated background report found to be in conflict with responses by an applicant on the application may constitute grounds for withdrawal of an offer of admission.

Background checks will be valid for the duration of the student's enrollment in UTDB programs if the participating student has not had a break in the enrollment. A student who has had a break in enrollment may be required to have another background check. A break in enrollment is defined as withdrawal from a program and readmission. A student on Leave of Absence (LOA) is considered to be in continuous enrollment.

All students enrolled in the Dental Branch are required to disclose to the Associate Dean of Student Affairs, within 30 days of occurrence, any arrest for any misdemeanor or felony offense (excluding Class C misdemeanor traffic violations), and are required to disclose any conviction, including any deferrals of adjudication, including probation or "community supervision" (other than Class C misdemeanor traffic violations) for any misdemeanor or felony offense. Non-disclosure or falsification of information may be grounds for dismissal from the School. The Associate Dean of Admission will then determine whether any arrest, and/or conviction or deferral of adjudication is grounds for any action. Any dismissal or other action may be appealed to the Dean of the Dental Branch in writing within seven working days of the receipt of the decision by the Associate Dean of Student Affairs.