

RULES AND PROCEDURES RELATING TO CRIMINAL BACKGROUND CHECKS DRUG SCREENING TEST AND MANDATORY HEALTH INSURANCE

Criminal Background Checks (CBC)

Effective immediately individuals accepted into programs of Baylor College of Dentistry (BCD) must satisfactorily complete a CBC review as a condition of matriculation. These CBCs disclose all actions including convictions, arrests, charges, grand jury indictments and deferred adjudications. Enrollment will not be final until the completion of the CBC with results deemed favorable. Admission may be rescinded based on a review of the CBC. This policy also applies to those students or program participants entering or continuing in programs that do not involve the review of the Admissions Committee or a Program Director. Some international students with no experience in employment or education in the USA and a first time entry into the States may be exempt from this requirement due to Homeland Security background screening.

Students who refuse to submit to or do not pass the CBC review may be refused admission or dismissed from the program.

To access the complete policy concerning CBC please visit the following website.

<http://www.tamhsc.edu/facultystaff/rules/>

The pertinent rule is 11.04.99.Z2.01

How to complete the CBC

All students will complete a CBC prior to matriculation at the BCD. These CBCs are state and federal in nature. They review a number of federal databases and lists of excluded individuals for federal programs. The CBC will be done by CertifiedBackground.com. This is an online process that allows you to see the results of your CBC and allow you to release a report to the BCD security office. The Security staff will access the report online and relay any remarkable findings to the administrative committee responsible for review of any adverse results. It is not necessary to relay a password to BCD for access as directed on the student instructions or the website. Students have the right to challenge the results of the agency providing the information and should contact CertifiedBackground.com if they feel there are errors in the report to be sent to BCD.

As you will read on the website you are responsible for the cost of this CBC and may pay with credit card or money order. The company will quote the package fee of \$40 but individuals with multiple names or residents of counties outside the State of Texas will incur additional fees. If you decide to pay with a money order please remember this increases the time before the CBC can be initiated. Then it takes 48-72 hours before a report is available to the Security staff of BCD. Please read the information on the attached sheet titled CertifiedBackground.com,

Student Instruction Sheet and directions found on the website carefully. You should also sign the Baylor College of Dentistry Criminal Background Check Release enclosed with this packet and return it immediately to:

Baylor College of Dentistry
Texas A&M Health Science Center
Security Office
Basement Room 22.
P.O. Box 660677
Dallas, Texas 75266-0677

The BCD Security staff cannot access your report until we receive your release. We must be able to access your report in our Security Office by April 15, 2007. You should also note that as you progress in the curriculum there may be other rotations with an agency that requires you to submit an additional CBC performed by or for that agency alone.

If there are any concerns feel free to contact Dr. Jack L. Long in the Office of Student Affairs for questions or clarification. Telephone 214.828.8232

DRUG SCREENING

Effective as of September 2006, individuals accepted into programs of BCD must submit to and satisfactorily complete a drug screening as a condition of admission. This screen must be completed and satisfactory results received by BCD within 30 days after matriculation or before participation in a rotation or patient treatment that requires such a screening, whichever comes first. This policy also applies to those students or program participants entering or continuing in programs that do not involve the review of the Admissions Committee or a Program Director. Students who refuse to submit to or do not pass the drug screening review may be dismissed from the program.

Drug screening results will be honored by BCD and all of its affiliates for the duration of the student's enrollment in the program if the participating student has not had a break in enrollment at BCD. A break in enrollment is defined as nonattendance of one full semester (fall or spring) or more. The above information must be verifiable through BCD.

To access the complete policy concerning Drug Screening please visit the following website.

<http://www.tamhsc.edu/facultystaff/rules/>

The pertinent rule is 11.04.99.Z1.02

Procedure

The drug screening test will be performed by the Concentra Health Services Laboratory here at BCD on the first day of your scheduled orientation. This is an unobserved urine screen generally acceptable for prescreening of employees and

students in educational rotations where they have access to vulnerable populations. A report of the results of this test will be provided to Ms. Sharon Limes, BCD Student Health Clinic Nurse, and students cannot attend rotations at the facilities that require a screen until she receives an acceptable result from the laboratory.

Ms. Sharon Limes will provide the order and you must bring your release accompanying this packet the first day of orientation. This will occur in the BCD Student Health Clinic basement room 24. Paperwork including Notice of Privacy Practices, Authorization for the Use and Disclosure of Protected Health Information, Patient Information Form and Authorization for Examination or Treatment will be completed by the on site Concentra Health Services laboratory staff.

You are responsible for the cost of the screening. You will pay nothing at the time of the test. Fees for the test, approximately \$45, will be charged to your school account. You will be instructed when to report to the BCD Student Health Clinic on the first day of orientation.

MANDATORY PERSONAL HEALTH INSURANCE

Experiences of our students reinforce the wisdom of maintaining health insurance. With this in mind BCD has a mandatory requirement for this coverage. The Texas A&M University System (TAMUS) does offer a policy but the student may fulfill this obligation in any way he or she chooses. Please refer to the information included at the top of the Insurance Acknowledgement form accompanying this packet and return this document and a copy of your insurance identification card to the BCD Office of Student Affairs by **May 25, 2007**. The information and enrollment forms for the policy offered to students through TAMUS may be accessed at the following internet address www.tamuinsurance.com. Choose "Baylor College of Dentistry (TAMU) campus".

If you have any questions or concerns, please contact Ms. Moira Allen, BCD Director of Student Affairs at 214-828-8210 or email mallen@bcd.tamhsc.edu