

Pepperdine University
College of Health Science
Background Check Protocol

Applicability

All Graduate Students

Admission into the program is conditioned upon successful completion of a background check. All admitted students who declare their intent to enroll by submitting the required tuition prepayment, will be required to complete a background check prior to the start of their first trimester at Pepperdine.

Two-Year Pathway Undergraduate Nursing Students

Admission into the program is conditioned upon successful completion of a background check. All admitted students who declare their intent to enroll by submitting the required tuition prepayment, will be required to complete a background check prior to the start of their first semester at Pepperdine.

Four-Year Pathway Undergraduate Nursing Students

All four-year pathway Bachelor of Science in Nursing students will be required to complete a background check prior to beginning clinical coursework requiring clinical placements in the fall semester of their third year at Pepperdine.

Protocol

The evaluation will be conducted by the college's compliance manager, [CastleBranch](#). The standard background screening includes a social security check, residency history check, nationwide record indicator with sex offender index (includes county confirmations), nationwide federal criminal, and nationwide healthcare fraud and abuse.

Prior to initiating the Pepperdine University Background Check Review Process, the student must complete the CastleBranch Dispute Process. Castlebranch will conduct an additional review of the background check and provide a written report of their findings. If the background check and CastleBranch report contain items with which the applicant disagrees or wishes to dispute, the applicant should contact their school or program to report dispute requests. In the message, the student must provide his/her first and last name, order/case number, and a brief outline of the issue or finding the student wishes

to dispute. The dean of the appropriate school (or their designee) should be copied on the email. The compliance manager will conduct due diligence research based upon the information provided in the request and will notify the student and Pepperdine of the findings. The process normally takes about two weeks to complete.

Note: The College of Health Science at Pepperdine University will use the "California Department of Justice Clearance" standard when assessing a student's background check for criminal offenses prior to matriculation into their chosen school and/or degree program. Achieving this clearance indicates that the person has no felony or misdemeanor convictions, other than a minor traffic violation, reported by the California Department of Justice." Cal. Code Regs. tit. 22 § 89201.

Once the results are reported to the CHS by the relevant school or program, the following process will be used to review the results and act, if necessary:

1. Background check report is received by the school.
2. The report undergoes review by a trained CHS staff member.
3. If there is no potentially disqualifying information (felonies, misdemeanors, or other items) in the background check report, the staff member will mark it as a "pass" and the review is completed, and the background check condition to admission shall be met
4. If there is any potentially disqualifying information on the background check report, the staff member will forward the report to the relevant dean and the Student Professionalism Committee (SPC). The SPC is a standing committee in the CHS composed of members of the CHS faculty and staff. As a component of their review, the SPC may consult with the dean, associate dean, or other faculty and staff in the student's school or academic program.
5. The nature and known details of the offense are reviewed, including, but not limited to, type of offense(s), the number of offenses, recency of the offense(s), and how the offense(s) is/are potentially related to the duties of a healthcare professionals in the student's academic program. Further, the offense will be reviewed for its potential to impact the ability of the student to complete clinical rotations and other academic and licensing requirements.
6. If necessary, the Dean of the College of Health Science may be consulted to better assess potential risks. Questions and concerns during the review process may be reviewed by the General Counsel, if needed.
7. If, in the SPC's sole discretion, it is determined that the information contained in the background check report may impact the student's ability to successfully complete the academic program, clinical rotations and/or any other academic or licensing requirements, then the background check condition to admission shall be

deemed not met, and the student will be notified of his/her disqualification from the program.

8. The CHS does provide disqualified students a brief opportunity to challenge the admissions decision. The disqualification notice will inform the student of his/her opportunity to challenge the disqualification decision within five (5) business days.
9. If the student does not respond to the disqualification notice within five (5) business days, the disqualification decision will stand. Disqualified students who have not made tuition payments will have the tuition prepayment refunded to them. Disqualified students who have made tuition payments will receive a refund according to the schedule below. Part-time students who withdraw after the add/drop period but prior to the fifth week of the academic term are subject to the same percentage refund schedule. Tuition for classes not meeting on a regular semester/trimester schedule will be refunded in the same proportion as the class time below is to the total class time for a regular semester/trimester. Specific dates are contained in the academic calendar.

Through the add/drop period	100% minus \$150
Through the third week of the term	75%
During the fourth week of the term	50%
During the fifth week of the term	25%
After the fifth week of the term	0%

10. If the student wishes to challenge the disqualification decision, he/she must email the Dean of the College of Health Science within five (5) business days that he/she wishes to challenge the decision and must provide reasons, with supporting evidence, for the challenge. The CHS dean or their designee, in his/her sole discretion, shall determine whether or not the student will be able to participate in classes and/or activities while the challenge is being considered. If the disqualification decision is challenged, the Dean of the College of Health Science will, in his/her sole discretion, make the final determination as to whether the disqualification decision will stand or whether the student shall be admitted into the program.
 - a. If, in the judgment of the Dean of the College of Health Science the student failed to provide sufficient evidence to overturn the disqualification decision, and/or the potentially disqualifying information presents unacceptable risk and/or may prevent the student from being able to complete academic, clinical, or licensing requirements, a final notice of disqualification will be issued.

Disqualified students who have not made tuition payments will have the tuition prepayment refunded to them. Disqualified students who have made tuition payments will receive a refund according to the schedule

detailed in Item 9. Part-time students who withdraw after the add/drop period but prior to the fifth week of the academic term are subject to the same percentage refund schedule. Tuition for classes not meeting on a regular semester/trimester schedule will be refunded in the same proportion as the class time below is to the total class time for a regular semester/trimester.

- b. If, in the judgment of the Dean of the College of Health Science, the student provides sufficient evidence that the disqualifying information does not present unacceptable risk(s) to the student's successful completion of the program and licensing requirements, the disqualification decision may be reversed and the student may be admitted into the program, provided that the student has met the other admissions conditions and requirements.

Additional/Recurring Background Check Requirements

Clinical partners may require additional or recurring background checks to ensure continued compliance with their specific policies and regulations. All students must adhere to these requirements in order to participate in and complete clinical rotations. Failure to comply with obtaining required additional background check requests or failing to pass any additional background checks may result in delayed or denied placement in clinical settings. In turn, a delayed or denied placement may affect a student's timely progression toward degree completion, a delay in program completion, and/or the inability to complete all program requirements required for completion. Students are responsible for all fees associated with the additional or recurring background checks.