UW School of Nursing – Background Check Process
March 6, 2013

Summary: Background checks (checks) are required at offer of admission/waitlist. Checks are valid for two years from the date the check is completed. Continuing students are required to repeat checks every two years. Admission and continuation are contingent upon satisfactory check.

For Newly Admitted/Waitlisted Applicants

All offers of admission/waitlist to any program at the UW School of Nursing are contingent upon submission of a background check within the two-week time period defined in the letter of admission/waitlist. All accepted/waitlisted applicants must complete and pay for the on-line check within these two weeks.

If the check is not completed, Academic Services sends an e-mail warning to applicant, noting that s/he has not met the criteria for admission and is given one week from the date of the e-mail to complete the check. If the check is not completed within the additional week, the offer of admission/waitlist is withdrawn. There is no appeal process.

If the check is completed by the deadline, results are reviewed. Applicant is considered eligible for admission/waitlist if results are negative. If results are positive or discrepancy noted, applicant moves into review policy status (see below). The results of the review process may render the applicant eligible for admission/waitlist or result in a withdrawal of the offer of admission/waitlist.

For Continuing Students

Continuation in any program at the UW School of Nursing is contingent upon satisfactory progress and submission of a background check every two years for graduate students and every year for undergraduate students. All continuing students will receive an email from Academic Services noting that a check must be completed and paid for on-line within the two week period identified in the email.

If the check is not completed, Academic Services sends an e-mail warning to the student, noting that s/he has not met the criteria for continuation and is given one week from the date of the e-mail to complete the check. If the check is not completed within the additional week, student is informed that failure to submit the check by the deadline has resulted in a registration hold. Failure to submit the check will result in a continued hold and potential dismissal from School.

If the check is completed, results are reviewed. Student is considered eligible for continuation if check is negative. If results are positive, student moves into review policy status (see below). The results of the review process may render the student eligible for continuation or result in a continued registration hold with potential dismissal from the School.

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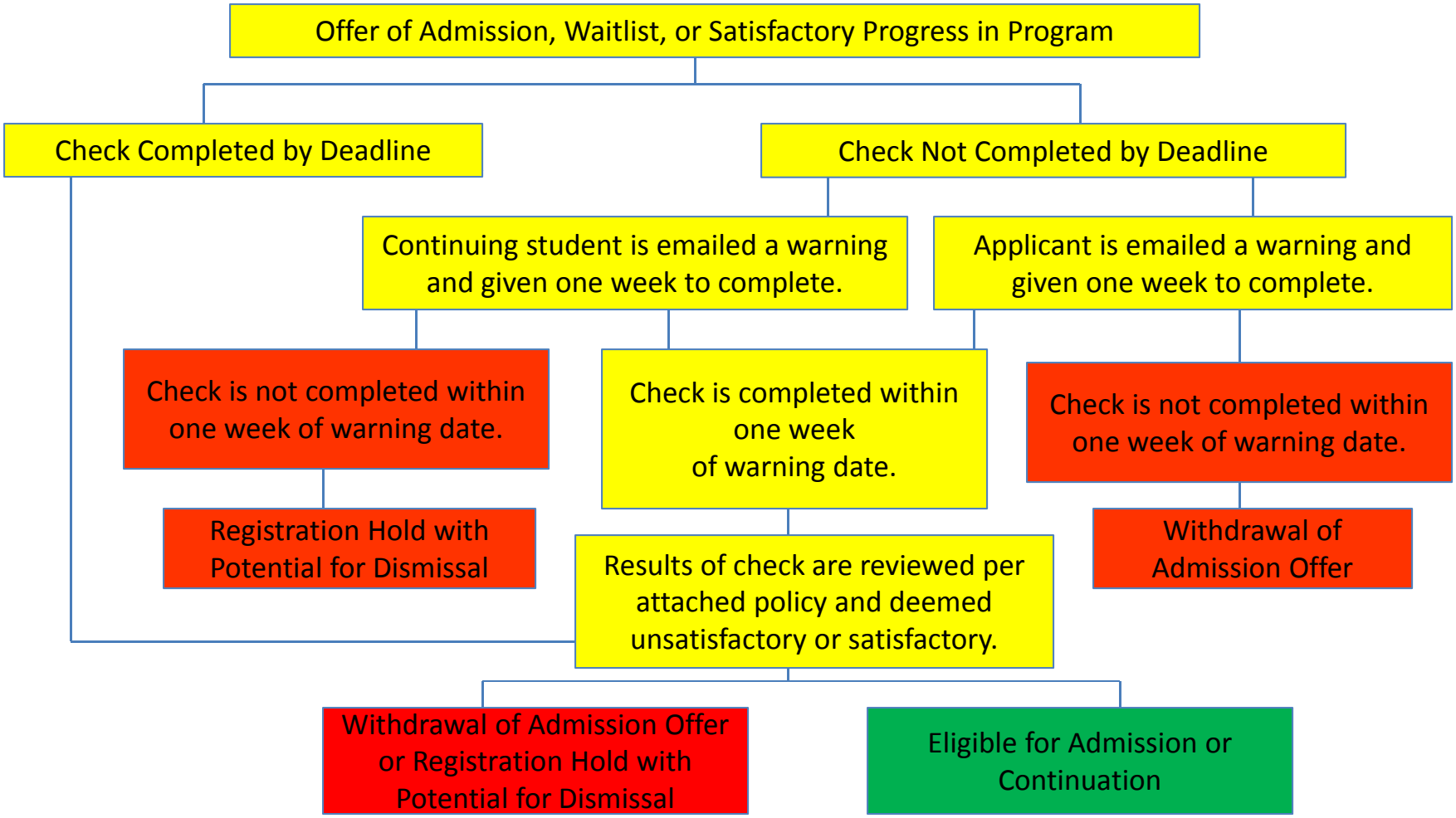
Note: admission and continuation are contingent upon satisfactory check.