

**THE UNIVERSITY OF MICHIGAN  
SCHOOL OF NURSING**

**OFFICE OF ACADEMIC AFFAIRS  
OFFICE OF COMMUNITY PARTNERSHIPS**

**POLICY ON CRIMINAL CHECKS FOR STUDENTS AND FACULTY**

Increasing requests from many clinical agencies are requiring criminal checks for all students who will be in their agencies for clinical experiences and for the faculty involved with the students who may visit the clinical setting. These requests are included in our affiliation agreements. Michigan, and as far as we know, all other states have web sites in which a criminal check can be completed for a nominal fee (about \$10). The web site for Michigan is:

<http://www.michigan.gov/ichat>

**Undergraduate Students:**

All incoming Undergraduate students (includes transfer students, RN-BSN and accelerated BSN students) are required to submit their official self-completed criminal check with their health requirements to the Office of Academic Affairs. The "health requirements" form will be renamed "Clinical Requirements". Out of state admissions must complete a criminal check from the state from which they're living. If your state requires a finger print ID card this can be obtained from the University of Michigan's Public Safety Department. They suggest you make an appointment in advance by calling 763-3434. They are located at 1239 Kipke Drive. Finger printing is performed on Tuesdays and Thursdays between 2 and 5 pm.

The first year of the policy (2005), all undergraduate students will need to complete and turn in confirmation of their criminal record. In subsequent years, only students new to the School of Nursing will need to submit confirmation of their criminal record as part of the health requirements. All undergraduate student criminal check reports will be kept in the Office of Academic Affairs as part of the "Clinical Requirements".

**Graduate Students:**

All incoming Graduate students are required to submit their official self-completed criminal check with their health requirements to their Division. The "health requirements" form will be renamed "Clinical Requirements".

The first year of the policy (2005), all graduate students in the master's program are required to submit their official self-completed criminal check with their health requirements to the relevant Division. In subsequent years, only students new to the School of Nursing will need to submit confirmation of their criminal records as part of the health requirements.

**N.B.** This is a one-time process at this time. Agencies have not asked that these be annually submitted.

Reports of the criminal checks will be kept in the OAA for undergraduates, and in the Divisions for graduate students.

### **Out of State Students**

Students from out of state

### **Faculty**

Faculty who teach in clinical courses and are likely to visit students or supervise students in the clinical setting must also have a completed criminal check. This will be done by Office of Community Partnerships so that faculty will not have to pay the fee. It is recommended that new faculty hires complete this process. New faculty from out of state would need to obtain their own checks from the state in which they have been residing.

Specific information is needed for this process and that must be submitted to OCP. Please access the [University of Michigan Authorization for a Criminal Records Check](#) form. It is located at the School of Nursing web site in the Faculty section. Information requested on this form includes last name, first name, middle initial; sex; month/day/year of birth; Social Security number; and Michigan Driver's License Number. After OCP has performed the criminal history check, this form will be filed in your personnel folder in OBFAs Human Resources office.

If for any reason you do not wish to share this information with OCP you may complete your own check at the web site listed above, pay the fee and submit the results to the Division directly.

***Criminal Check Process -- link.***