

UNIVERSITY OF MICHIGAN SCHOOL OF NURSING

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SCHOOL OF NURSING COMPLIANCE REQUIREMENTS

REQUIREMENT #3

FALL 2008 SEMESTER DEADLINE IS FRIDAY, AUGUST 1ST, 2008

CRIMINAL BACKGROUND CHECKS FOR UNDERGRADUATE STUDENTS

All incoming Undergraduate students (includes transfer students, RN-BSN and accelerated second career BSN students) are required to submit their official self-completed criminal background check with their School of Nursing Compliance Requirements to the Office of Academic Affairs by the **August 1st, 2008 deadline**. Out of state students must complete a criminal background check from the state of legal residence at the time of application to the University of Michigan School of Nursing.

The State of Michigan, and as far as we know, all other states have web sites in which a criminal background check can be completed for a nominal fee (about \$10). The web site for Michigan is:

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

For first year of the policy (2005), all undergraduate students will need to complete and turn in confirmation of their criminal background check. In subsequent years, only newly admitted students will need to submit confirmation of their criminal record as part of the School of Nursing Compliance Requirements. All undergraduate student criminal check reports will be kept in the Office of Academic Affairs as part of the "School of Nursing Compliance Requirement Forms".

INSTRUCTIONS:

1. Keep a personal copy of the Criminal background check for your files, you may need to use it again in the future.
2. Write your U of M Id # on the top left hand corner of the Criminal background check.
3. Send ALL School of Nursing Compliance Requirement documentation in one envelope to the address above (Attention: School of Nursing Compliance Requirement).
4. Use trackable mail or courier service and keep the mailing date documentation. Sending this information via trackable mail will give you a record of our receipt of this material. **Faxes will not be accepted.**
5. If the documentation is incomplete by the **August 1st, 2008** deadline students will be disenrolled from any course requiring the School of Nursing Compliance Requirements. The students will be informed of the disenrollment via e-mail.