

**American Medical College Application Service Policy
Regarding Criminal Background Checks After Acceptance and Prior to
Matriculation at Marshall University Joan C. Edwards SOM**

The Association of American Medical Colleges (AAMC) recommends that all United States medical schools procure a national criminal background check on applicants upon their conditional acceptance to medical school. The rationale for performing criminal background checks on accepted medical school applicants is based on a number of issues, including:

1. The need to enhance the safety and well-being of patients and, in so doing, to bolster the public's continuing trust in the medical profession, and
2. To ascertain the ability of accepted applicants to eventually become licensed physicians.

The AAMC has initiated a national background check service through the American Medical College Application Service (AMCAS) using Certiphi Screening, Inc. In accordance with Marshall University Joan C. Edwards School of Medicine's contractual agreement with AMCAS, criminal background checks will be conducted (by AMCAS) prior to matriculation. Reports are electronically provided to the student and to the Associate Dean of the Office of Student Affairs.

1. If no criminal activity is reported, no further action is required.
2. If criminal activity is noted, the Assistant Dean for Admissions will be informed in writing in order to determine if the criminal activity was disclosed by the applicant on his or her AMCAS application.
3. If the criminal activity is accurate and was disclosed, the Admissions Committee would have been aware of it in its deliberations and would have taken it into account during the acceptance process. No additional action will be required other than documentation.
4. If criminal activity is reported but was not disclosed by the student in his or her application, the Assistant Dean for Admissions will contact the student and advise the student of his or her right to appeal to the screening company if he or she believes it to be an inaccurate report. The findings of any such appeal will be forwarded to the Associate Dean of Students.
5. If criminal activity is determined to be accurate but was not disclosed by the student in his or her application, the Associate Dean of Students, in collaboration with the Associate/Assistant Dean of Academic Affairs and the Senior Associate Dean for Medical Education, will make a formal recommendation to the Admissions Committee which, per LCME standard MS-4, has final responsibility for selecting students. Actions taken by the Admissions Committee can include,

but are not limited to, a required discussion with the applicant followed by additional consideration by the Admissions Committee or a decision by the Admissions Committee to rescind the applicant's acceptance.

6. Per the AMCAS 2010 Instruction Manual, the accepted student must also report criminal incidents that occur after the date of submission and prior to the date of medical school matriculation. The AMCAS Instruction Manual states: "You must inform the Admissions Offices of each school to which you apply if you are convicted of, or plead guilty or no contest to a misdemeanor crime (or worse) after the date of submission of your application and prior to your medical school matriculation. Your communication to each school must be in writing, and occur within ten (10) business days of the occurrence of the criminal charge or conviction."

<http://www.aamc.org/students/amcas/amcas2010instructions080409.pdf>

7. If the accepted student fails to inform the Admissions Office within 10 days after if he or she is convicted of, or pleads guilty or no contest to, a misdemeanor crime (or worse) after the date of submission and prior to his or her medical school matriculation, the student's acceptance will be immediately rescinded.

8. The Office of Student Affairs is the administrative office responsible for the implementation of this policy. All records obtained as a result of criminal background checks will be maintained in files separate from the students' academic files and will be held in strict confidence.

Reviewed and approved by the Dean's Advisory Committee on June 15, 2010