Saint Louis University is a private, Catholic, Jesuit institution dedicated to excellence in education, research and healthcare. The University maintains and encourages programs linking the University community and its resources to its local, national and international communities to improve the quality of life of all persons. In furtherance of its mission the University seeks to provide its students with quality practical experiences in actual clinical and professional settings with affiliate organizations. As a matter of policy Saint Louis University does not require its students to undergo criminal background checks. However, the University’s affiliate organizations in order to comply with the standards of their accrediting bodies, state and local laws and as a matter of individual institutional policy are requiring with increasing frequency that the University ensure that a criminal background check is performed on each student and the results submitted to the affiliate organization prior to the student beginning a practical experience at their facility.

Saint Louis University’s Office of the Registrar coordinates with the various schools, colleges and departments within the University to have criminal background checks performed on students they refer to the Office of the Registrar. The Office of the Registrar will bill the student’s account for the cost of procuring the criminal background check. The Office of the Registrar will maintain records of the results of student criminal background checks for the duration of the student’s enrollment at the University. The results of criminal background checks will only be disclosed to appropriate University faculty and staff and other individuals and organizations as specifically authorized in writing by the student in accordance with the Family Educational Rights and Privacy Act of 1974 (“FERPA”) or as otherwise required by law.

If a criminal background check is reported “affirmatively”, such as any conviction or plea of guilty, a plea of no contest, a suspended imposition of sentence, any suspended execution of sentence, any period of probation or parole, or any other action (other than an arrest record, unless required by law) involving a finding that an individual committed or attempted to commit a crime, reveals a criminal history the student did not disclose in his/her criminal background check application that would potential preclude a student’s participation in a practical experience a confidential report of the results is sent to the appropriate department chairperson or school contact. If a criminal background check is reported “affirmatively” the student may request that another criminal background check be performed at his or her own expense. In the event of such an occurrence the student will be advised to contact his or her department chairperson or other designated school contact with any questions regarding his or her current practical experience activities or placement until the results of the criminal background check are received.
The procedures for practicum, clinical and volunteer students needing to obtain criminal background check is as follows:

1. The student must have their SLU identification badge/card, driver license and or social security card to initiate a criminal history record check.

2. A request for a criminal background check must be completed and signed by the student.

3. An “Authorization and Release Form” must be completed and signed by the student.

4. The completed and signed criminal background check form will be sent by the Office of the Registrar to the appropriate designated consumer reporting and or law enforcement agency within five working days.

5. If there is no adverse criminal background history, the Office of the Registrar will send a confidential mail report to the appropriate department chairperson or school contact reporting the student as clear.

6. If a criminal background check is reported affirmatively, the Office of the Registrar will send a confidential mail report to the appropriate department chairperson or school contact reporting the student as affirmative.

7. In the event of an affirmative criminal background check, another background check can be requested by student at the expense of the student. The student should check with the department chairperson or school contact to take the appropriate interim steps regarding any current practicum, clinical, and volunteer placement until the criminal background check is received.

8. If a student did not disclose a criminal history on his/her application and is found to have such a record, the appropriate department chairperson or school contact will be notified of the falsification.

9. The results of the criminal background check will be placed in a file and marked confidential. This information will be disclosed only to approve University personnel, organizations authorized by the student or as otherwise required by law.

10. It will be the responsibility of the requesting departments to notify the Office of the Registrar whenever it utilizes outside consumer reporting agencies and or law enforcement agencies to obtain criminal history record checks. A copy of the criminal history report must be sent directly to the Office of the Registrar and will be placed in a file and marked confidential.
11. For purposes of this policy, evidence of a criminal history includes any conviction or plea of guilty, a plea of no contest, a suspended imposition of sentence, any suspended execution of sentence, any period of probation or parole, or any other action (other than an arrest record, unless required by law) involving a finding that an individual committed or attempted to commit a crime.

12. For additional information on the criminal background check policy and how it is applied to your program of study please contact the Office of the Registrar and the department chairperson or school contact that coordinates practicum, clinical, and volunteer placements.