

ADMINISTRATIVE PROCEDURES

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| Title: BACKGROUND CHECKS FOR DRUG SCREENING FOR STUDENTS | Identification: | 5.00 |
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| | Effective Date: | February 1, 2016 |
| Authority: SBE 6a-14.0261 FS 1001.64 | Signature/Approval: | Dr. Ken Atwater |

PURPOSE

This procedure provides guidelines on developing and maintaining background checks and drug screening for students in applicable academic programs at Hillsborough Community College [HCC].

PROCEDURE

Students enrolled in certain programs or courses at HCC that may include interaction with children, the elderly, patients, animals, controlled substances, or the like or as required by a program clinical affiliate or internship site may be required to complete a drug screening and/or a background check successfully as part of the admissions and/or internship placement process.

Programs requiring students to submit to a drug test and/or background check for admission must develop, document, and publish detailed application materials and/or operations manuals describing the following:

1. An explanation for the drug test and/or background check requirements for admittance into the program;
2. Sufficiently detailed steps that the potential student/student must take to complete the drug test and/or background check;
3. A timeline defining the dates by which each step must be completed; and
4. All costs associated with completing a drug test and/or background check.

Students who refuse to submit to a background check and/or drug screening or who do not pass the background check and/or drug screening may be denied admission or dismissed from the program.

Newly developed and revised operational procedures will be reviewed by the department's academic dean and appropriate academic director and submitted to the College's legal department for approval prior to implementation.

Once approved, these procedures must be disseminated to students considering admissions into the program early in the application process.

History: New