Policy Title: CRIMINAL BACKGROUND CHECK POLICY AND PROCEDURES
UAMS COM Undergraduate Medical Education Policy 1.1.4
Section: Admissions
LCME Element(s): 10.2 Final Authority of Admission Committee
Approved By: UAMS COM Admissions Committee
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Criminal Background Check Policy and Procedures
College of Medicine Medical School Applicants
University of Arkansas for Medical Sciences

A. Purpose

The Association of American Medical Colleges (AAMC) recommends that all US medical schools procure a national background check on applicants upon their initial, 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,[1] and
3. Consideration of liability issues which may affect the College of Medicine and our affiliated clinical facilities.

B. Applicability

In support of this recommendation, the College of Medicine requires criminal background checks to be performed on each conditionally accepted applicant. The College of Medicine will utilize the services of the AMCAS-facilitated vendor to procure the national background check report and will adhere to the criteria for this report as determined by the AAMC in conjunction with their selected service provider.

C. Policy Statement

All conditionally accepted applicants must consent to, submit to, and successfully complete a criminal background check through the AMCAS-facilitated criminal background check vendor as a condition of matriculation to the University of Arkansas for Medical Sciences College of Medicine. Failure to do so will constitute failure to meet the pre-matriculation requirements established by the College of Medicine and will result in the withdrawal of a conditionally accepted offer.

[1] "AAMC Background Check Service, About the AAMC-Facilitated Background Check Service." AMCAS – The American Medical College Application Service, 2/26/2008. http://www.aamc.org/students/amcas/faq/background.htm

Matriculation in the College of Medicine is contingent upon a completed criminal background check with *acceptable* results. Failure to consent to a criminal background check; refusal to provide necessary information to conduct a background check; failure to provide additional information wherein an investigation is warranted; and failure to comply with the investigatory procedures when a cause for further action is warranted due to (1) the discovery of previously undisclosed information; (2) the discovery of more egregious information than was previously disclosed; or, (3) the discovery of conflicting information between or among the AMCAS Application and/or the Supplemental Application and/or the Criminal Background Check Report and/or any and all documents considered part of an applicant's application, will result in disciplinary action up to, and including, withdrawal of a conditional offer of acceptance, refusal of admission, or dismissal from the College of Medicine.

D. Procedure for Review of Criminal Background Check Findings

1. The Preliminary Review Committee (PRC) will consist of the following:
    a. Executive Associate Dean for Academic Affairs
    b. Assistant Dean of Admissions
    c. Director of Admissions
2. Upon receipt of a criminal background check report (CBCR) from the AMCAS-facilitated criminal background check vendor, the Office of Admissions will review the report.
3. If the admissions office determines the CBCR is "clear" (has no adverse findings), the applicant will be advised the conditional offer of acceptance is updated to an official offer of acceptance. If the Office of Admissions determines that the CBCR identifies adverse findings, the report will be reviewed by the Chair of the Admissions Committee. For example, if the adverse finding was also self-disclosed by the applicant to their College in the course of their application in time for it to be reviewed by the Admissions Committee, and the Admissions Committee admitted the applicant anyway, it will probably not be necessary to refer the report to the Chair of the Admissions Committee. However, if the finding is of previously undisclosed information, if the finding is of information more egregious than was previously disclosed, or the information indicates conflicting information between or among the AMCAS Application and/or the Supplemental Application and/or the Criminal Background Check Report and/or any and all documents considered part of an applicant's admissions file, the report will generally be referred to the Chair. The College of Medicine reserves the right to refer any criminal background check to the Chair, regardless of findings.

E. The Admissions Committee Review of Criminal Background Check Reports

1. The Admissions Committee chair may refer the CBCR to the full Admissions Committee for their consideration. The Admissions Committee will review the CBCR findings, conduct an investigation, and decide whether or not the offer of acceptance or conditional admission should be rescinded.
2. The Admissions Committee will conduct individualized reviews on a case-by-case basis.

F. Criminal Background Check Review Investigation Process

1. If the Admissions Committee determines that investigation is necessary or is considering rescinding the offer, the Assistant Dean of Admissions will notify the applicant in writing of the scheduled investigation. This notification will contain the date, time, and location of the meeting. The applicant will be notified that the Admissions Committee will convene even in the absence of the applicant.
2. If the applicant attends the meeting, he/she may have one (1) person present during the meeting, who may be an attorney, to advise him/her. This person may not speak on behalf of the applicant, question the Committee members, or otherwise actively participate in the investigation.
3. The applicant may appear in person, make an oral statement, and answer questions from members of the Committee. Should the applicant choose to remain silent, no adverse inference will be raised against him/her.
4. The student may submit additional information or clarification in writing to the Committee.
5. The Assistant Dean of Admissions will facilitate the investigation.
6. The Chair will provide for the applicant to be heard when the applicant has requested an opportunity to be heard by the committee, and for the applicant to hear the evidence presented.
7. Once his/her statement has been presented, the Chair will dismiss the applicant from the meeting in order to continue the remainder of the discussion, deliberation, and voting regarding the final decision of the Admissions Committee.
8. The Admissions Committee will consider cause for action to rescind a conditional offer of acceptance or to dismiss a conditionally accepted applicant. Such factors involved in a final decision, which may include, but are not limited to:
    a. failure on the part of the applicant to fully disclose information in any aspect of the application process, thereby resulting in the submission of a falsified application.
    b. the accuracy of the information provided by the applicant in medical school application materials.
    c. The relationship between the offense committed and the student's participation in the basic science or clinical education components of the medical education program.
    d. The nature and seriousness of the offense.
    e. The circumstances under which the offense occurred.
    f. The age of the person when the offense was committed.
    g. Whether the offense was an isolated event or part of a pattern of similar offenses.
    h. The length of time since the offense was committed.
    i. Past employment history.
    j. History of academic or non-academic misconduct at prior institutions.
    k. Evidence of successful rehabilitation.
    l. Forthrightness of the information provided by the applicant in opportunities provided for self-report on application-related forms.
9. Upon completion of the discussion, the Chair will call for a vote on whether to rescind or place conditions on the conditional offer of acceptance.
10. A majority vote of the Committee is required to make a recommendation to rescind or place conditions on an offer of acceptance.



John Spollen, Executive Associate Dean for Academic Affairs

Date: October 16, 2026