



Procedures Manual

Number: AC-108

Office of Primary Responsibility: VP, Academic Affairs & Workforce Development

Effective Date: Autumn 2019

Student Background Checks and Health Screening Procedure

Purpose:

In support of an All-Inclusive Pricing Model, the goal of this procedure is to ensure there are no financial surprises for students; they are prepared for courses; minimize financial impact to the student and the institution and to increase retention.

Procedures:

Students must complete all required college admission background checks and health screens at Hocking College Police Department (HCPD) and the Hawk's Center for Wellbeing. If a student chooses to utilize a service other than the HCPD or the Hawk's Center for Wellbeing or if the student is required to repeat a required background check or health screen, the student is responsible for 100% of the cost and the repeated tests are not part of All-Inclusive Pricing.

The department requiring the background check and/or health screen will provide the student with a Department Order Checklist (DOC) outlining all required background checks and/or health screens, timeline for completing all required tests, hours of operation and location of HCPD and the Hawk's Center for Wellbeing.

The employee providing the student with the Department Order Checklist will enter into ADVISE that the student received the DOC.

As part of the DOC, each student will sign a release form allowing HCPD and Genesis to release results to Hocking College.

If a student completes all required background checks and health screens and does not attend Hocking College, the student will be charged for itemized services rendered.