

Screening Applicants and Matriculates in the MD degree program for Felony Convictions and Criminal Background Checks

The West Virginia University School of Medicine (WVU SoM) has an obligation to ensure that the public is protected from potential harm. Therefore, our medical students will be evaluated for unfavorable legal actions. Below is the procedure to screen for adverse legal actions, especially (felony convictions) for any applicants and matriculates.

All students must apply to WVU SoM through the AMCAS service.

Applicants will undergo the following legal screening process:

Applicants must truthfully answer all questions in the AMCAS application, including but not limited to institutional actions and felony convictions. Failure to answer honestly will result in rejection from WVU SoM.

Results are noted on the AMCAS application form as well as a brief investigation report if positive affirmative. Affirmative responses will be flagged by the admissions coordinator for review at the interview, should the applicant be deemed academically qualified for that level of review. If a felony conviction is noted, the WVU SoM interviewers will ask relevant questions to determine the circumstances surrounding the offense.

This information will be discussed with the Associate Dean and the Chair of the Admissions Committee prior to the applicant's presentation to the Admissions Committee (AC). The Associate Dean may also speak with the applicant to clarify any information.

The application and relevant information will then be presented to the AC, followed by a discussion of the offense and the possible effects this would have upon the applicant's potential career (for example - Will he/she ever be able to practice medicine as a result of the offense? What are the potential risks to future patients?). The AC will then vote to accept or reject the applicant based on the available information and application file.

All applicants interviewed at the WVU SoM will answer additional written questions on a pre-interview form.

The interviewers will ask questions to further clarify the positive answers to any or all of these questions.

The results of this inquiry will be discussed with the Associate Dean and the Chair of the AC. The Associate Dean may also talk with the applicant to clarify any information prior to the presentation.

The application and relevant information will then be presented to the AC, followed by a discussion, and then a vote to accept or reject the applicant.

All students accepted to WVU SoM will undergo the following process:

1. Accepted students will be sent notification during the summer prior to matriculation asking them to review our Policies on Academic and Professional Standards and Academic and Professional Integrity. The matriculate must sign a statement acknowledging they have read and understand the policies and return it to Student Services by each year's stated deadline. If a student is unclear about the policies, they can contact an Associate Dean or the CAPS Chair prior to signing the acknowledgements.
2. Matriculating students must submit to a criminal background check with a service approved by Student Services. This service will screen for convictions with results released to Student Services.
 - a. These screens must occur by no later than the first set of examinations. Results must be available for review by an Associate Dean from Student Services no later than one week prior to the December CAPS meeting at the end of the first semester.
 - b. Any positive result that was not discovered prior to acceptance or matriculation will result in a review of all available information including an interview with the student by one or more of the Associate Deans along with a witness from the faculty or staff of WVU SoM.
 - c. A report will be generated based on all available information and reviewed with Chair of CAPS and the Associate General Counsel.
 - d. The results will then be reported to CAPS for review. Decisions by CAPS are subject to the due process outlined in the Policy of Academic and Professional Standards Governing the MD degree program.
3. Any student may be asked for a repeat a criminal background check during their enrollment in the MD degree curriculum. Results will be handled as outlined in this section.

This policy may be changed or amended by a simple majority vote of both the Admissions Committee and the Committee on Academic and Professional Standards.

This policy will be reviewed periodically by both committees, and the Associate Deans for Student Services to ensure it is in keeping with current WVU SoM and AAMC standards.

Approved by Committees:

Admissions, David Morgan, MD, Chair on Date: 10/18/05

Academic and Professional Standards: Charles Whiteman, MD, Chair, Date 6/16/05

Accepted by the Dean: John E. Prescott, MD, November 2005

Revised: July 2011

Updated: January 2016

Updated: January 2018

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