# Notice to Applicants and Students with Misdemeanor and Felony Convictions

Employment in most healthcare positions requires a background check. The University believes that students should not make a significant investment of time and money if their ability to secure employment in their field of study is unlikely. Students in the Nursing and Pharmacy programs with misdemeanor convictions may face challenges in securing placements for their clinical coursework or obtaining licensure.

Prospective students must disclose any felony or misdemeanor convictions to their admissions representative during the application process or immediately if such an event occurs after admission. This ensures transparency and helps assess the potential impact on the student's future career prospects.

## Background Check Policies

All applicants to programs at American University of Health Sciences which lead to licensure or certifications are subject to a background check. Programs or prior to any clinical coursework required for the completion of the degree. The background check results must be such that they do not interfere with a student's ability to be placed in clinical settings or the student's eligibility for licensure. Additional requirements may be made by the clinical site to which a student is assigned.

When a background check discloses a misdemeanor conviction, an outstanding arrest for a felony or misdemeanor, or other concern that would lead to denial of admission or drop from the program, the affected student or applicant may appeal the decision to the Program Dean/Academic Dean/Chair of the program to which the student has applied. Should a student or applicant be dissatisfied with the decision of the Program Dean/Academic Dean/Director, the student or applicant may appeal in writing to the Office of the Chief Academic Officer/Provost, specifying why the original decision should be reconsidered.

## State and National Board Examinations/Licensure Requirements

Certain costs related to state and national licensing and/or certification and registration examinations are the student's responsibility. American University of Health Sciences will provide students with information regarding test dates, locations, and fees whenever possible. Students should be aware that all test fees, unless stated on the enrollment agreement, are in addition to the tuition paid to the University. Students who choose to participate in state and national licensing and/or certification or registration examinations are responsible for paying the sponsoring organizations.

Eligibility for licensure in the state of California (e.g., in nursing) is determined by the state. AUHS only certifies to the state that a student has met all the educational requirements, and the state therefore determines eligibility. Students who have felonies in their records should check with the state prior to beginning any licensure program.

To be recommended to the California Board of Registered Nursing (BRN) to take the licensure exam as a Registered Nurse, students must successfully complete the RN Prelicensure Certification Requirements listed in N460 Transition to Professional Practice with a passing grade of C+. The results of this RN Prelicensure Certification Requirements will not impact the conferring of the bachelor's degree.

Students are also advised to check with their academic department's administrative office to determine their responsibility for fees incurred in the course of professional testing, licensing, certification, or registration. Since passing state and national board examinations are prerequisites to students obtaining licensure in many fields, American University of Health Sciences places a high priority on preparing students to successfully pass these examinations. Students are urged to take state or national board examinations as soon after program completion as possible to enhance the likelihood of success.

For further program-specific state and board examination requirements, see program-specific information in this catalog.