

University of Prince Edward Island Policy	Policy No. admacdgnl0001	Revision No. 0
Policy Title Criminal Record Check		Page 1 of 3
Creation Date July 28, 2009	Version Date July 28, 2009	
Authority SMG	Review Date July 28, 2014	
Responsibility VP Academic Development		Access W

1 Purpose

The mission and goals of the University of Prince Edward Island are to encourage and assist people to acquire the skills, knowledge, and understanding necessary for critical and creative thinking to prepare them to contribute to their own betterment and that of society through the development of their full potential.

In pursuit of these goals, the University of Prince Edward Island respects the privacy of all students. UPEI has developed this policy to set out the University's position, and requirements with respect to Criminal Record Checks, and is committed to taking every reasonable step to protect the confidentiality of the information contained in the records of its students.

2 Scope

This policy applies to part-time and full-time students attending the University of Prince Edward Island who are enrolled in programs that have external clinical, fieldwork, practicum or co-op placements or experiences related to an academic course assignment that require criminal record checks as a condition of the placement.

3 Policy

3.1 The University of Prince Edward Island does not require a Criminal Record Check or other related screening procedures (e.g., Vulnerable Sector Screening) as a general condition of admission to the University. Please refer to specific programs for detailed program requirements.

3.2 Such checks and/or screening procedures may, however, be a requirement for acceptance into specific programs for the purposes of clinical, fieldwork, practicum or co-op placements or experiences related to an academic course assignment as required by agencies and/or facilities outside the University and which, in some instances, may be a requirement for graduation. Students should note that a Criminal Record Check may also be a condition of some professional regulatory bodies licensor requirements.

3.3 Should placement in an agency or organization be a requirement for graduation, and a criminal record check is a requirement of the external agency or organization, this will be communicated to the student prior to acceptance into the program.

3.4 Where a student is already in a program when an agency or organization

introduces the need for a criminal record check as a requirement for a clinical, fieldwork, practicum or co-op placements or experiences related to an academic course assignment which is a requirement for graduation, this requirement will be immediately communicated to the student.

- 3.5 Should a student's inability to provide a Criminal Record Check result in a student being denied a placement in a private home, agency or organization, the department head will discuss options with the student. The inability of the student to complete the required placement may result in the student failing to graduate.

Please note: External agency/facility requirements may change without notice and such changes are beyond the control of the University.

Responsibilities

- 4.1 It is the responsibility of the University, through each specific Faculty, Department or Academic Unit, to identify where a clinical, fieldwork, practicum or co-op placements or experiences related to an academic course assignment is a requirement for graduation.
- 4.2 It is the responsibility of the Faculty and/or Department head to discuss options with the student should a student's inability to provide a Criminal Record Check prohibit a student from successfully completing the placement requirement. Options may include failure to graduate if a suitable alternative is not available.
- 4.3 It is the responsibility of the student to ensure they meet the requirements for their program of study which include placement in an agency, by completing the necessary Criminal Record Check as required.
- 4.4 It is the responsibility of the student to complete all Criminal Record Check procedures, including providing Criminal Record Check confirmation to the external placement agency. The Faculty, Department or Academic Unit is not responsible for maintaining or submitting any documentation on behalf of students as it relates to Criminal Record Check compliance for external placement agencies. The student is responsible for all costs associated with obtaining a Criminal Record Check.
- 4.5 It is the responsibility of the University, through each specific Faculty, Department or Academic Unit, to ensure the maintenance of secure and confidential student files.

Reference

- PEI Human Rights Commission, <http://www.gov.pe.ca/humanrights>

- Government of Canada, Office of the Privacy Commissioner of Canada
http://www.privcom.gc.ca/legislation/index_e.asp
- Legislative Assembly of Prince Edward Island Privacy Commissioner
<http://www.assembly.pe.ca/index.php3?number=1013943>
- UPEI Personal Information and Privacy: Policy and Resources <http://upei.ca/privacy>
- UPEI Bachelor of Education Post Degree Program, <http://www.upei.ca/education/guidelines>
- UPEI Bachelor of Science in Nursing, http://www.upei.ca/registrar/3_prof_degree_nursing
- Bachelor of Science in Family Science http://www.upei.ca/registrar/3_fam_nutritional#majorfamilyscience
- Bachelor of Child and Family Studies
http://www.upei.ca/registrar/3_fam_nutritional#childandfamilystudies
- UPEI Radiography Post-Diploma Degree Program, http://www.upei.ca/registrar/3_post_diploma