

**USC SUZANNE DWORAK-PECK SCHOOL OF SOCIAL WORK
UNIVERSITY OF SOUTHERN CALIFORNIA (“USC”)**

POLICY ON BACKGROUND CHECKS AND DISCLOSURE

An increasing number of agencies require that students in the Suzanne Dworak-Peck School of Social Work at the University of Southern California obtain and pass a background check, drug test and/or finger printing in order to participate in field placements (The Field Practicum courses 589a/b or 699a/b). Consequently students may be required to undergo a background check before beginning a field placement as part of the master’s program in the USC Suzanne Dworak-Peck School of Social Work. Be advised that drug testing may be a required part of the background check.

Admitted students are required to immediately report all changes in their criminal record that occur while enrolled in the MSW program since any conviction or other adverse result may prevent placement in the field. Failure to report any change in status will result in referral to the USC Suzanne Dworak-Peck Social Work Office of Student Services and may result in a delay in the student’s ability to complete the MSW program and to graduate as planned.

The following are the minimum areas of inquiry typically covered in the background check requested by USC’s partners, although some agencies may require a more comprehensive background check:

- Seven year criminal court history
- Address verification
- Sex offender database search
- Two names verification (current legal and one other name (AKA))
- Three county check of records
- Search of the Department of Health and Human Services Office of the Inspector General database of excluded persons.
- Social security number verification.

The fees required to obtain a background check and any additional tests are the sole responsibility of the student.

Students must authorize release of the results of the background check to the agency in field. If there is any information in the background check report that an agency determines disqualifies the student from participating, then the student will be responsible for obtaining the necessary documents to correct/explain the information. If the issue is not resolved to the satisfaction of the agency, then the student may not be able to participate in a field placement and may be unable to complete the requirements for his or her degree.

I hereby certify that I have read, understand, and agree to the Policy on Background Checks and Disclosure.

Name: _____

Date

USC Student ID Number