Summary of Police Records Check Policy

- The Faculty of Health Sciences requires incoming candidates and returning students to provide a Police Records Check, including vulnerable sector screening (VSS).

- International or Visa students are required to provide a Police Certificate from each country or territory they have resided for more than six months consecutively for the past five years.

- Police Records Checks are required to be updated on an annual basis, and valid for the entire duration of each placement, unless required more frequently by a placement site.

- Students may be asked to complete the police records check process more frequently than annually, if required by a clinical site. Failure to do so may result in a student being unable to participate in or complete a clinical placement which can result in delays or inability to complete their program.

- “Not Clear” checks result from findings of police contact. The reasons for police contact can vary greatly, any time you have come to the attention of the police, this can be recorded in police records.

- Once a candidate/student becomes aware of a “Not Clear” Police Records Check, they must immediately notify the Advisor, Professionalism, FHSprof@mcmaster.ca.

- If a candidate/student is unable to obtain a Police Records Check, they must immediately notify the Advisor, Professionalism, FHSprof@mcmaster.ca.

- "Not clear" checks result in:
  - Student notification
  - Consideration by Advisory Panel
  - Panel findings provided to the appropriate Assistant Dean

- Potential Outcomes (including but not limited to):
  - No concerns
  - Offer of admission is revoked
  - Offer deferred for one year
  - Student admitted with the understanding that placement sites maintain the ultimate right not to accept the student for clinical placement(s), and that this is beyond the university’s scope of control
  - If student is already enrolled, student may be required to withdraw, be suspended, or expelled
  - Any other reasonable recommendation of the Panel

- Appeals under this policy are subject to university protocol
• Advisory Panel is appointed by the Associate Dean, Education from the Professionalism Working Committee Membership; chaired by the Faculty Lead, Professionalism or delegate.
McMaster Policies, Procedures and Guidelines

Complete Policy Title: Police Records Check – Faculty of Health Sciences
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A. PREAMBLE

1. The purpose of a university is to encourage and facilitate the pursuit of knowledge and scholarship. In the Faculty of Health Sciences, the attainment of this purpose requires students to interact with children and other vulnerable populations of whom the university must take reasonable measures to protect.

2. Students in the Faculty of Health Sciences work at various clinical sites run by external clinical agencies. In order to protect the public, the Faculty of Health Sciences needs to confirm with these agencies the absence of a criminal conviction or outstanding criminal charges prior to the students participating in a clinical rotation.

3. Students demonstrate the ability to work with vulnerable populations in many ways, including:
   a. Acquiring clinical knowledge and competence;
   b. Showing respect for others; and
   c. Development and demonstration of ethical frameworks.

4. This Policy applies to candidates to whom an offer of admission has been made ("candidates"), as well as to all registered students, visiting elective students and students who have withdrawn from the Faculty of Health Sciences, but who apply for the purpose of gaining readmission ("students").

5. This policy represents the Faculty of Health Sciences’ recognition of the importance of confidentiality, safety and well-being in a work environment to ensure that candidates and students, by virtue of their past behaviour, do not pose a threat to their patients/clients.

B. RELATED POLICIES

6. This policy governs both candidates and students. In some instances, a student’s behaviour may involve both academic and non-academic issues, in which case the student may be subject to the procedures of several policies, including the McMaster Student Code of Conduct and the Faculty of Health Sciences Professional Behaviour Code of Conduct for Learners. The Student Appeal Procedures applies to any appeals of decisions related to suspension or expulsion of students. The admission review procedures of the University\(^1\) apply to any request for review of decisions related to revocation or deferral of the offer of admission.

\(^{1}\)As defined by the Undergraduate & Graduate Student Calendar.
C. POLICE RECORDS CHECKS: AUTHORITY AND RESPONSIBILITY

7. It is not a violation of the Ontario Human Rights Code to deny admission to the Faculty of Health Sciences or to suspend or expel a student from the Faculty of Health Sciences as a result of a record of offence.

8. As a public institution, the Faculty of Health Sciences is required to act fairly and reasonably when making decisions that affect the rights and opportunities of others. As a result, decisions regarding denying admission, withdrawal of an offer of admission, or removal from an academic program must be made thoughtfully, respecting the need for procedural fairness.

9. The Faculty of Health Sciences shall make reasonable efforts to inform potential candidates of the requirement to have a Police Records Check and that a "Not Clear" Police Records Check may result in withdrawal of an offer of admission, suspension or expulsion from the program and/or a restriction on their ability to secure clinical placements.

10. A candidate who submits false, misleading or incomplete information as part of an application shall be subject to denial of admission or withdrawal of an offer of admission. Enrolled students who submit false, misleading or incomplete information shall be subject to suspension or expulsion with a transcript notation to that effect.

D. POLICE RECORDS CHECK AND VULNERABLE SECTOR SCREENING

11. The Police Records Check with vulnerable sector screening (VSS) is restricted to applicants who will be in a position of trust or authority with vulnerable individuals. It is a collection of offence information, including convictions, non-convictions and other relevant police contact information available from a local police agency’s records. This check will include sexual offence convictions for which the individual has received a pardon where authorized by the Minister of Public Safety and Emergency Preparedness.

12. In the Province of Ontario, the majority of local police services will follow the LEARN Guidelines for Police Records Checks. For a comprehensive list of what is released on a Vulnerable Sector Screen please refer to the LEARN Guidelines Records Check Release Chart and Criteria. For individuals initiating a VSS from out of province, or whose local police service does not follow LEARN Guidelines, release information can be obtained from the Records Department of your local police service.

E. OBTAINING A POLICE RECORDS CHECK

13. Students must contact their local police service to obtain a VSS. It is the student’s onus and sole responsibility to be informed of the proper process for submitting an application,
including but not limited to ensuring that their application and the specific required fees are submitted according to the timelines indicated by their respective issuing bodies.

14. Candidates and Students are required to list all prior addresses for the past five years on their Police Records Check application.

15. The Police Records Check must be dated after their offer of admission to be considered current for candidates.

16. It is required that two original copies of a Police Records Check are obtained - one for submission to the Faculty of Health Sciences and one to keep for their own records, as Placement sites will ask to see proof of documentation. In extenuating circumstances, students can request permission to submit a photocopy. Approval to submit a photocopy must be requested from and obtained in advance by the Advisor Professionalism, FHSProf@mcmaster.ca.

17. Police Records Checks submitted to the Faculty of Health Sciences will be confidentially destroyed on or about October 1st.

18. The cost of the Police Records Check shall be at the sole expense of the student. Students are encouraged to keep their receipt of payment to verify the initiation date of the VSS.

19. The process of obtaining a VSS may take up to sixteen weeks or more depending on the timelines indicated by the respective local police service.

20. Documents received from an originating Canadian government source in the French language shall be translated by a recognized official translator, at the reasonable expense and arrangement of the University.

F. International Candidates and Students

21. This policy, in its entirety, applies to International candidates and students with regard to offers of admission or continuing status in the program. For purposes of this policy, Police Certificates will be required in place of a Police Records Check with Vulnerable Sector Screen.

22. Police Certificates are a statement of no criminal record or a copy of a criminal record, issued by a foreign country. Police certificates vary widely from each country and territory. FHS schools and programs will follow the guidelines established by the Government of Canada, on acceptable providers of Police Certificates for each country and territory, details can be found at: http://www.cic.gc.ca/english/information/security/police-cert/intro.asp.

23. International candidates and students are required to provide a Clear Police Certificate from each country or territory they have resided in for more than six months consecutively for the past five years.
24. International students will be expected to submit annually, a Police Records Check with VSS or a Police Certificate, depending on the procedures of their local police service while in Ontario.

**G. IMPLICATIONS OF A “NOT CLEAR” POLICE RECORDS CHECK**

25. Not Clear checks result from findings of police contact. The reasons for police contact can vary greatly, any time an individual comes to the attention of the police, it can be recorded in police records.

26. A “Not Clear” Police Records Check indicating that charges have been “Withdrawn” for an indictable offence, shall require a candidate/student, at their sole cost, to provide the Panel with a transcript of the legal proceeds of the hearing whereby the charges were withdrawn.

27. Convictions prosecuted by way of indictment under the Criminal Code of Canada for which a pardon has not been granted shall result in withdrawal of an offer of admission, or expulsion:

28. Convictions under the following legislation may result in withdrawal of an offer of admission, suspension or expulsion:

   a) The *Controlled Drugs and Substances Act*;
   
   b) The *Food and Drugs Act*; and/or
   
   c) Criminal Records (Young Person) (Pursuant to Section 119(1)(a) of the *Youth Criminal Justice Act*).
   
   d) Summary convictions under The *Criminal Code of Canada* for which a pardon has not been granted

29. The following information may result in withdrawal of an offer of admission, suspension or expulsion

   a) pardoned sexual offences;
   
   b) undertakings to enter into a Surety to Keep the Peace;
   
   c) restraining orders under the *Criminal Code of Canada* or the *Family Law Act*;
   
   d) Records of "Not Guilty: Not criminally responsible on account of Mental Disorder";
   
   e) Convictions under other Federal and Provincial statutes;
   
   f) Absolute and conditional discharges where not prohibited by legislation;
and/or

g) Probation, Prohibition and other Judicial Orders.

30. Information pertaining to the following matters may result in deferral of admission or registration or suspension for up to one year on the condition that the issue raised in the Police Records Check is resolved.

a) outstanding warrants and charges; and/or

b) pending charges, and ongoing investigations under federal and provincial statutes.

H. SPECIFIC RESPONSIBILITIES

All Members of the Faculty of Health Sciences

31. All members of the Faculty of Health Sciences (students, faculty, instructors, staff and invigilators) are responsible for the maintenance of a safe atmosphere in all phases of academic life, including research, teaching, learning and administration.

32. All members of the Faculty of Health Sciences have a responsibility to:

a) provide assistance and co-operation in the protection of others; and

b) report known incidents of criminal behaviour.

The respective Faculty of Health Sciences Admissions Offices

33. The respective Admissions Offices within the Faculty of Health Sciences are responsible for assisting the Faculty of Health Sciences with issues related to the Police Records Checks, in consultation with the Office of the Advisor, Professionalism. Responsibilities may include:

a) assisting with the development and implementation of this policy;

b) providing advice regarding the Advisory Panel's procedures;

c) acting as a resource for the Advisory Panel;

Administration

34. The Administration of the Faculty of Health Science's academic programs include: Department Chairs, Deans, Associate Deans, Assistant Deans, the Associate Vice-President (Academic), the Provost, and the Senate.

35. The Administration is responsible for:

a) dissemination of information about the expectations for Police Checks;
b) assisting all members of the Faculty of Health Sciences with understanding the requirements of the Police Check; and

c) an anonymous review of the facts of each situation

Advisory Panel

36. The Advisory Panel (also referred to as the "Panel" in this policy) is responsible for the consideration of all "Not Clear" Police Records Checks.

37. The Panel shall be appointed by the Associate Dean, Education from the membership of the Professionalism Working Committee, and chaired by the Faculty Lead, Professionalism, or delegate. The Panel shall:

   a) consist of 5 Panel members with at least three representative disciplines, and
   b) be permitted to issue recommendations upon achieving a required quorum of 3 members
   c) be supported by the Advisor, Professionalism, who is a non-voting member

38. The recommendations of the Panel are to be communicated in writing to the Assistant Dean of the respective program, for their final consideration.

39. The Panel is prohibited from communicating with the relevant students, unless upon written request by student and with agreement from the Panel.

40. The Panel is prohibited from knowing the identity of the parties to whom the record relates, except where an individual agrees to waive his/her anonymity.

Prospective Candidates

41. Offers of admission to the Faculty of Health Sciences are conditional upon the receipt by the Faculty of Health Sciences Admissions Office of a "Clear" Police Records Check.

42. Candidates who have accepted an offer of admission to the Faculty of Health Sciences are required to provide a Police Records Check, including vulnerable-sector screening.

43. Once a candidate becomes aware of a “Not Clear” Police Records Check, they must immediately notify the Advisor, Professionalism FHSPof@mcmaster.ca.

44. All candidates are required to forward an original copy of their Police Records Check to the Advisor, Professionalism, by July 31 of the year for which the candidate has received an offer of admission.

45. Police Records Checks submitted to the Faculty of Health Sciences will be confidentially destroyed on or about October 1st, it is recommended that candidates request two original copies, as placement sites will ask to see documentation.
46. In some cases where a Police Record Check is unduly delayed, i.e. beyond the timelines indicated by the issuing body, and a candidate can establish that they submitted their application and paid the proper requisite fees on time, a candidate may, with permission of the Advisor Professionalism, FHSProf@mcmaster.ca, submit an affidavit notarized at their own cost, stating that they do not have any instances of Police Contact.

47. A "Clear" Police Records Check, conducted at the candidate's sole expense, must be on official record with the University for a Candidate to be entitled to register at the beginning of the academic year. Failure to do so may result in the student not being entitled to register.

**Enrolled Students**

48. Police Records Checks are required to be updated, at a minimum, on an annual basis, and valid for the entire duration of each placement. Students may be asked to complete the police records check process more frequently than annually, if required by a clinical site. Failure to do so may result in a student being unable to participate in or complete a clinical placement which can result in delays or inability to complete their program.

49. Once a candidate/student becomes aware of a “Not Clear” Police Records Check, they must immediately notify the Advisor, Professionalism FHSProf@mcmaster.ca.

50. All students are required to forward an original of their annual Police Records Check to the Advisor, Professionalism, by July 31, FHSProf@mcmaster.ca.

51. Police Records Checks submitted to the Faculty of Health Sciences will be confidentially destroyed on or about October 1st; it is recommended that candidates request two original copies, as placement sites will ask to see documentation.

52. In some cases where a Police Records Check is unduly delayed, i.e. beyond the timelines indicated by the issuing body, and a candidate can establish that they submitted their application and paid the proper requisite fees on time, a candidate may, with permission of the Advisor Professionalism, FHSProf@mcmaster.ca, submit an affidavit notarized at their own cost, stating that they do not have any instances of Police Contact.

**I. "NOT CLEAR" POLICE RECORDS CHECK**

**I. (1) Candidates for Admission**

53. The offer of admission to a candidate is contingent upon a “Clear” Police Records Check or approval by the Assistant Dean of the respective program on the recommendation of the Advisory Panel in the event of a “Not Clear” Police Records Check.

54. The information provided by an original copy of the Police Records Check shall be deemed to be complete and accurate.
55. The Office of the Advisor, Professionalism retains administrative adjudication of this policy, and shall notify a candidate who has a "Not Clear" Police Records Check that the matter shall be forwarded to the Panel for consideration. The candidate shall be invited, in writing, to submit relevant materials to the Advisory Panel for consideration of the "Not Clear" Police Records Check, including but not limited to a notarized affidavit outlining the facts as well as any addition supporting documentation.

56. The Office of the Advisor, Professionalism shall forward to the Panel the de-personalized file of each candidate with a "Not Clear" Police Records Check (referred to as the "File" throughout this policy).

57. The Panel shall consider the File of each candidate with a "Not Clear" Police Records Check on a case-by-case basis as expeditiously as possible in all circumstances.

58. The File to which the Panel shall have access shall contain de-personalized information as it relates to each "Not Clear" Police Records Check, or equivalent information as it relates to International candidates, in addition to materials voluntarily submitted by the candidate, which shall also be de-personalized.

59. The File to which the Panel shall have access, shall have the following personal identifiers removed by the Faculty of Health Sciences Admissions Office: name, student number, address, telephone number, cellular telephone number, facsimile number, gender, city of residence, race, nationality, ethnicity, and any other information that may reasonably be deemed to be identifiable.

60. The Panel shall not have any contact with the candidate, unless the candidate has requested in writing permission to address the Panel, and the Panel agrees to do so.

61. In considering the File, the Panel will take the following factors into consideration:

   a) The relevancy of the conviction or charge to the candidate's program, with a specific view as to whether the offence involved:
      i. children or other vulnerable populations;
      ii. sexual activity;
      iii. violence;
      iv. acts of dishonesty; and/or
      v. the use of alcohol or illegal drugs.
   
   b) The date of any conviction;

   c) The seriousness of any conviction;

   d) Efforts at rehabilitation undertaken by the candidate;
e) The likelihood that offence(s) will be repeated;

f) The policies of clinical facilities in the local jurisdiction;

g) The nature of the offence or incident and its relevance to the Standards of Conduct of the relevant regulatory body;

h) The candidate’s full and open disclosure of all relevant information; and

i) Such other factors as deemed reasonable by the Panel.

62. Upon consideration of the File, the Panel can make any of the following recommendations to the respective Assistant Dean:

a) Revoke the offer of admission;

b) Defer admission of the candidate on the condition that the issue(s) raised by the Police Records Check are resolved within one (1) year from the date of the offer of admission. In this event, the Panel shall re-evaluate the matter upon receipt of evidence from the candidate attesting to the resolution of issue(s); or

c) Accept the candidate into the program despite a "Not Clear" Police Records Check provided that the candidate is notified that:

i) The student is advised that the clinical facilities maintain the ultimate right not to accept the candidate for clinical placement(s), and that this is beyond the university’s scope of control, and that

ii) The candidate is apprised of the consequences of a denied placement, including but not limited to the inability to complete the requirements of the program, potentially jeopardizing and/or delaying their progress in the program and completion of degree requirements, with the potential associated increased costs of prolonged and/or obstructed study.

iii) Accept the candidate into the program subject to the imposition of other conditions or restrictions deemed appropriate in the circumstances.

iv) Any other reasonable recommendation of the Panel.

63. The Panel shall communicate its recommendations in writing to the respective Assistant Dean.
64. Upon receiving the Panel’s recommendations, the Assistant Dean shall make a decision regarding status of the candidate. If the decision of the Assistant Dean differs from the recommendation of the Panel, then the Assistant Dean will provide a written rationale for the decision to the panel.

65. The Assistant Dean shall communicate his or her decision to the candidate in writing prior to September 1st whenever possible.

66. The decision of the Assistant Dean is final. However, the candidate may challenge the decision under the established university process, where applicable, for review of admissions if the candidate believes that the decision was founded on incorrect or incomplete information.

I. (2) REQUEST FOR REVIEW OF ADMISSION DECISIONS

67. To request a review of the decision of the Assistant Dean regarding the application of this policy, candidates for admission shall file a Request for Review and any relevant documentation supporting the request with the University Registrar within fifteen (15) business days of receipt of the decision.

68. The Registrar shall determine whether the information upon which the decision was based was incomplete or incorrect, and, if so, shall refer the Request for Review to the Panel for reconsideration.

69. The Panel will review its previous recommendation in light of the additional relevant information.

70. Upon consideration of additional relevant information, the Panel may make the following recommendations, if applicable, in writing to the Associate Dean, Health Sciences (Education) or Associate Dean, Graduate Studies (Health Sciences):

   a) uphold the decision to withdraw the offer of admission;
   b) defer the offer of admission, for a period of no more than one (1) academic year;
   c) impose specific conditions on the admission and/or continued enrolment of the student;
   e) implement specific restrictions or sanctions suitable to specific circumstances and/or placements;
   f) admit the candidate without special restrictions or conditions;
g) such other conditions or restrictions deemed appropriate in the circumstances by the Panel.

71. The Panel shall communicate its recommendations to the Associate Dean, Health Sciences (Education), or Associate Dean, Graduate Studies (Health Sciences): within twenty (20) business days of receipt by the Panel of the Request for Review.

72. The Associate Dean, shall make a decision regarding the Panel's recommendations. If the decision of the Associate Dean, differs from the recommendation of the Panel, then the Associate Dean, will provide a written rationale for the decision. The decision of the Associate Dean, shall be final and not subject to appeal. The Associate Dean, shall communicate that decision in writing within ten (10) business days to the candidate.

I. (3) STUDENTS IN THE PROGRAM

73. For Faculty of Health Science students, the information provided by an original copy of the annual Police Records Check with vulnerable sector screening shall be deemed to be complete and accurate.

74. The Office of the Advisor, Professionalism retains administrative adjudication of this policy, and shall notify a student who has a "Not Clear" Police Records Check that the matter shall be forwarded to the Panel for consideration. The student shall be invited, in writing, to submit relevant materials to the Advisory Panel for consideration of the “Not Clear” Police Records Check, including but not limited to a notarized affidavit outlining the facts as well as any additional supporting documentation.

75. The Panel shall consider the File of each student with a "Not Clear" Police Records Check on a case-by-case basis, within a reasonable time.

76. The File to which the Panel shall have access shall only contain de-personalized information as it relates to each "Not Clear" Police Records Check, or equivalent information as it relates to International students.

77. The File to which the Panel shall have access shall have the following personal identifiers removed: name, student number, address, telephone number, cellular telephone number, facsimile number, gender, city of residence, race, nationality, ethnicity, and any other information that may reasonably be deemed to be identifiable.

78. The Panel shall not have any contact with the student whose File is being considered.

79. In considering the File, the Panel will take the following factors into consideration:

   a) The relevancy of the conviction or charge to the student's program with a specific view as to whether the offence involved:

      i. children or other vulnerable populations;
ii. sexual activity;
iii. violence;
iv. acts of dishonesty; and/or
v. the use of alcohol or illegal drugs.

b) The date of any conviction;
c) The seriousness of any conviction;
d) Efforts at rehabilitation undertaken by the student;
e) The likelihood offences will be repeated;
f) The policies of clinical facilities in the local jurisdiction;
g) The nature of the offence or incident and its relevance to the standards of the relevant regulatory college;
h) The student’s full and open disclosure of all relevant information; and
i) Such other factors as deemed reasonable by the Panel.

80. Upon consideration of the File, the Panel can make any of the following recommendations to the Assistant Dean:

a) Permit the student to continue in the program despite a "Not Clear" Police Records Check provided that:

i) The student is advised that the clinical facilities maintain the ultimate right not to accept the candidate for clinical placement(s), and that this is beyond the university’s scope of control, and that

ii) The student is apprised of the consequences of a denied placement, including but not limited to the inability to complete the requirements of the program, potentially jeopardizing and/or delaying their progress in the program and completion of degree requirements, with the potential associated increased costs of prolonged and/or obstructed study.

b) Allow the student to register subject to the imposition of conditions or restrictions deemed appropriate in the circumstances.

c) Require the student to withdraw from the program for a period of up to one year until such time as the outstanding issue is resolved

d) Suspend or expel the student from the program;
e) Any other reasonable recommendation of the Panel.

81. The Panel shall communicate its recommendations in writing to the Assistant Dean within a reasonable time.

82. Upon receiving the Panel’s recommendations, the Assistant Dean shall make a decision regarding recommendations 80 a) to e). In the case of a recommendation to suspend or expel the student, the Assistant Dean shall make a recommendation to the Associate Dean (Education), Health Sciences or Associate Dean (Graduate Studies), Health Sciences regarding the status of the student within a reasonable time. If the decision or recommendation of the Assistant Dean differs from the recommendation of the Panel, then the Assistant Dean will provide a written rationale for the decision or recommendation.

83. The Associate Dean shall communicate his or her decision with the reason(s) to the student in writing within a reasonable time.

J. APPEAL

84. Students may appeal the decision of the Associate Dean with respect to suspension or expulsion under the appeal provisions found in Section F of the Student Appeal Procedures. No appeal procedure shall be available for decisions on admission or re-admission to the Faculty of Health Sciences.

K. RECORDS

85. The Office of the Advisor, Professionalism shall maintain a record of each candidate or student with a "Not Clear" Police Records Check.

86. All Panel recommendations shall be filed in accordance with University procedures on freedom of information and protection of privacy.

87. Decisions of the Assistant Dean that are communicated to the candidate or student as required by this policy shall be kept in the student's academic record.

L. REVIEW AND APPROVAL

88. This policy was approved by the Senate of McMaster University on
APPENDIX 1: ADVISORY PANEL

Requirements for Selection and Operation

1. The Criminal Record Check Panel shall consist of the following:
   a) 5 members from the Professionalism Advisory Group
   b) be permitted to issue recommendations upon achieving a required quorum of 3 members, and
   c) be supported by the Advisor, Professionalism

2. The Faculty Lead, Professionalism, or delegate, shall chair meetings of the Advisory Panel. Decisions of the Advisory Panel shall be made by majority vote.

3. The Panel shall be supported by an Administrative Assistant who will record all Panel proceedings, as well as the Advisor, Professionalism who will advise solely and specifically on the policy. Neither party shall have a decision making role nor be a voting member of the Panel.

4. The Advisory Panel may, from time to time, enlist the services of independent experts including but not limited to lawyers, police, risk management consultants, screening consultants or other individuals with relevant training for the purpose of providing advice to the Panel. This "external advisor" shall have no decision making capacity on the Panel.

5. The Advisor, Professionalism shall ensure that members of the Panel receive necessary training to discharge their responsibilities.

6. The Panel shall report the following information to the Assistant Dean:
   a) By August 30th of each year, the list of cases to be considered by the Panel; and
   b) By March 1st of each year, a summary of the Panel's work in the previous academic year, recommendations for change and any other information the Panel deems necessary or the Assistant Dean requires of the Panel.

7. Decisions of the Panel shall be recorded by the Administrative Assistant, and dated and signed by the Panel Chair.