DATE: August 14, 2015

FROM: Madelyn L. Hanes
       Robert N. Pangborn

TO: University Park Academic Deans
     Campus Chancellors

RE: Required Clearances for Faculty Teaching Dual Enrolled Students

Penn State offers dual enrollment to high school students who would like to attend a Penn State campus to take college courses. These courses provide important enrichment opportunities for such students and build connections between Penn State campuses and local communities.

With the recent changes to State law, all faculty who teach classes in which dual enrolled students are registered are required by State law to have the following three clearances:

- Pennsylvania State Police Criminal Background Check (SP4-164)
- Pennsylvania Child Abuse History Clearance Form (CY-113)
- Federal (FBI) Fingerprint Criminal Background Check (FBI Uniform Crime Report)

Since these background checks can take up to several weeks to process, there typically is not enough time to start the background check process after a dual enrolled student registers for a class. These new clearance requirements are mandatory under State law.

Effective December 31, 2014, then current employees who were not required to have clearances in the past, but are now required due to interaction with dual enrolled students, have until December 31, 2015, to obtain clearances. Dual enrolled students will not be allowed to enroll in any class taught by an employee hired on or after January 1, 2015, until all current clearances are in place. (23 PA. C.S. § 6344.4. Recertification)

To comply with this requirement:

1. You may wish to limit dual enrollment registration to the sections of courses that typically enroll the most high school students and for which you have faculty available who have completed the background checks, or
2. You may wish to have all faculty who teach general, introductory courses complete the clearances. This would offer dual enrolled students a broader range of courses to choose from.

*Unit heads are responsible for ensuring that any faculty members teaching courses in which dual enrolled students are registered have completed the clearances above.* Teaching assistants assigned to courses in which dual enrolled students are registered also are required to have the clearances.

In addition, dual enrolled students may wish to make use of student support services, such as advising and learning centers or other forms of tutoring. If you provide support related to the courses in which dual enrolled students are registered, then professional and student staff in those areas also will need to complete the clearances.

If you have questions or need additional information, please contact Sandy Weaver, Compliance Specialist, Youth Programs, by email at stw126@psu.edu.

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