



## **Admissions Process for Sexual Offender and Other Potential Threats to the Campus Community**

The following procedures apply to applicants designated as sexual offenders or others who may pose a threat to the Campus community.

### **Procedures:**

1. Upon notice that a sexual offender, or other person who poses a threat to the College, has applied to the College, the Admissions & Records office will place a hold (negative service indicator) on the applicants file.
2. The Admissions & Records office will notify the Office of Student Affairs, which will send a letter to the student indicating that the student should contact Police & Security Services in order to arrange a meeting / hearing regarding the circumstances surrounding the hold on their application.
3. The Chief of Police (or designee) and AVPSA (or designee) will facilitate the meeting with the student. During the meeting, the following information will be gathered:
  - a. Nature of the offense for which he/she has been convicted;
  - b. Justification for consideration of admission;
  - c. In the event that the applicant is a sexual offender, a statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be publicized on the college campus in accordance with federal and state law upon admission.
  - d. Parole officer contact information and conditions of parole.
  - e. Psychologist or counselor contact information who can attest to applicant's behavior or condition.
4. After the meeting, Police & Security Services will confirm the information shared in the interview and make a recommendation to the Executive Vice President and the Vice President of Finance & Administration on the applicant's participation at the College, based on the accuracy of the information provided by the applicant; the offense; and the potential likelihood of the applicant being a threat to the community.
5. If admission is granted, provisions of enrollment will be discussed with student (e.g. limitations on courses) as prescribed by conditions of parole or psychologist's information.
6. If the recommendation is to deny the applicant, the Office of Student Affairs will send out the correspondence to the applicant. If denied admission, the applicant may appeal the decision by forwarding a written appeal to the Office of Student Affairs. The appeal must be made within 10 business days of the decision. The appeal will be reviewed by a

committee consisting of a faculty member, staff member, and student of the Student Grievance Committee who will review the appeal and issue a decision within 10 business days from receipt of appeal.

7. In the event that a student enrolls at the College before information is provided regarding sexual offender status, the student will be called to a meeting and steps 3 through 6 will be applied.

The Office of Student Affairs will send correspondence on all decisions.