



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Admission / Readmission of Students with a Violent Criminal Record**

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**Implementing Procedure For Policy # 7.00**

**Date Approved: 10/27/10**

**Division: Student Affairs**

- I. The College attempts to protect the safety of the Campus community by screening applicants for admission or readmission who have a violent criminal record as well as by responding to information regarding violent illegal activity or new information concerning violent criminal charges for current students.
- II. Obtaining criminal background information:
  - a. The College may ask applicants to divulge criminal background information through its regular admission process, or at its discretion, request that applicants consent to a review of such information from the court and law enforcement.
  - b. Law enforcement agencies may notify the College that an existing student has committed a violent crime or that an individual with a violent criminal record is seeking admission or is currently enrolled in the College.
  - c. Once the College is aware that an applicant or a student has a violent criminal record, it may require the student or applicant to provide it with court and law enforcement records and/or obtain these records directly from the court or from law enforcement. These records include but are not limited to:
    1. A written explanation from the offender explaining the criminal offense;
    2. The following items from a representative of the Clerk of the Court:
      - a. Arrest Affidavit
      - b. Information Sheet
      - c. Court Minutes
      - d. Orders of Protection
    3. Order terminating probation (acquired through their probation department ONLY if offender was released from supervision);
    4. Other information that the College determines to be necessary and if the applicant/student refuses to cooperate with the College's obtaining his or her records, applicant will be denied admission and a current student may be expelled.
  - d. The Vice President for Student Affairs or his/her designee can request at any time that a current student update their criminal record / history.

- III. Once the College has received and reviewed all of the required documentation, and once it is determined by the Dean, Student Services or his / her designee that the applicant or student may actually pose a risk to the campus community, then the Vice President of Student Affairs or his/her designee will schedule an interview of the student by a Special Admissions Committee which will include at least one member of the Threat Assessment Team, one faculty member, and the Manager, Public Safety. Other faculty, professional or administrative staff may be included in the interview as needed at the discretion of the Vice President for Student Affairs or his/her designee. The Vice President for Student Affairs or his/her designee will notify the student of the time and place of the interview by providing a written notice by certified mail, return receipt requested, within 5 business days of the meeting. The applicant's or student's failure to attend the interview will be grounds for the denial of his or her admission and for recommendation of expulsion from continued attendance at the College in the case of a current student.
  
- IV. Following the interview, the Special Admissions Committee will determine whether or not to allow the applicant to attend the College or the current student to continue his or her enrollment with or without restrictions. This decision will be communicated to the applicant/student by certified mail, return receipt requested, within 5 business days of the meeting.
  
- V. If the committee determines conditions should apply to the applicant's admission or the students continued attendance, then:
  - a. The conditions will be set forth and the decision communicated in writing to the student;
  - b. The Vice President of Student Affairs or his/her designee will notify each instructor in each course the applicant/student is enrolled, each employee supervising an activity in which the applicant/student participates, and each employee who has a need to know of the student's criminal background and the opportunity to seek additional details on the nature of the offense.
  - c. Other conditions may apply as are appropriate to the situation in terms of the circumstances and the applicant/student's specific criminal record. For example, the student may be prohibited from participating in certain activities, enrolling in certain courses, or entering into certain areas of the College.
  - d. The Vice President of Student Affairs or his/her designee will monitor each such student's progress regularly (to be determined by the Special Admissions Committee) and will call a meeting of the committee if at any time the Vice President for Student Affairs, in his or her sole determination, is of the opinion that the student's continued enrollment should be re-evaluated.

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Vice President, Student Affairs

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Date

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Approved by President

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Date