



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Admission of Sexual Offenders or Sexual Predators

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Implementing Procedure For Policy # 7.00

Date Approved/Revised:
12/01/06, 8/13/08, 5/12/11

Division: Enrollment Management and Student Affairs

- I. When a local law enforcement agency notifies the College that a sexual predator or sexual offender is enrolled or planning to enroll at the College, such notification shall be delivered to the attention of the President, who shall then deliver it to the Vice President of Enrollment Management and Student Affairs. If it is determined that there is a sexual offender applying or enrolled about whom the college has not been notified through official channels, this procedure will also be followed to determine the appropriateness of the student's attendance.
- II. Once notified, the Vice President of Enrollment Management and Student Affairs or designee will consult the FDLE website of Florida Sexual Offenders and Predators for information on the level of the individual's offense, and will consult student records to see if the offender has filed an application to the College.
- III. If the offender has applied to the college and is classified as a sexual predator, the Vice President of Enrollment Management and Student Affairs or designee will immediately send a certified letter to the applicant, return receipt requested, denying admission.
- IV. If the individual is classified as a sexual offender and has applied, or if the individual is already in attendance and is classified as either a sexual predator or sexual offender, the Vice President of Enrollment Management and Student Affairs or designee will immediately send a certified letter, return receipt requested, to the individual, requesting submission of the following documents within 10 business days of request:
 - a. A letter of explanation from the offender explaining the criminal offense and subsequent rehabilitation.
 - b. The following items from the Clerk of the Court:
 1. Arrest Affidavit
 2. Information Sheet
 3. Court Minutes
 - c. Order terminating probation (this would be acquired through the probation department ONLY if offender was released from supervision.
 - d. Other information which the Vice President of Enrollment Management and Student Affairs or designee determines to be necessary to render a decision.

If the documentation is not received, the application will be denied or the current student will be expelled.

- V. When the offender has provided all required documentation to the college, the Vice President of Enrollment Management and Student Affairs or designee will notify the offender of the time and place of an interview with a 3-member committee comprised of the Vice President of Enrollment Management and Student Affairs or designee and two others from among the Equity Officer, a faculty member, or a Student Affairs staff member. After the interview, the committee will determine whether or not to allow the applicant to attend the college or the current student to continue to attend the college with or without restrictions. This decision will be communicated to the offender by certified mail, return receipt requested, from the Vice President of Enrollment Management and Student Affairs or designee within three (3) business days of the meeting.

- VI. If the Vice President of Enrollment Management and Student Affairs or designee determines that conditions should apply to offender's attendance, then:
 - a. The offender will be notified in writing of the conditions of attendance.
 - b. The Public Safety Office will be notified of the offender's presence on campus.
 - c. The offender's enrollment in classes will be monitored each semester by the Vice President of Enrollment Management and Student Affairs or designee.
 - d. Each term the offender is enrolled, the Vice President of Enrollment Management and Student Affairs or designee will notify each instructor in whose course the offender is enrolled, each employee supervising an activity in which the offender participates, and each employee who, in the opinion of the Vice President of Enrollment Management and Student Affairs or designee, has a need to know of the offender's presence and of the opportunity to seek additional details on the nature of the sexual offense by personal consultation with Vice President of Enrollment Management and Student Affairs or designee.
 - e. Other conditions may apply as are appropriate in regard to the nature of the offender's crime, including, but not limited to, the age of the victim. For example, offenders may be prohibited from participating in certain activities, enrolling in certain courses, or entering certain areas of the campus.

Vice President, Enrollment Management and Student Affairs		Date:
Approved by President		Date: