

## Procedure Manual



<b>Title: Information/Notification to BC on Students Convicted of Felony Crimes, Past Discipline Problems at Other Educational Institutions, or Sexual Predator Status</b>	<b>Number:</b> A6Hx2-5.27
<b>Policy Number:</b> 6Hx2-5.27	<b>Page:</b> 1 of 1

Upon receiving information/notification of the presence of a student or applicant who engaged in student misconduct at another educational institution, is a convicted felon, a sexual offender or predator, or whose past actions are deemed to be detrimental to the best interests of the college, the student's registration for the term will be blocked pending a review by the Dean of Students on the campus/center.

The review by the Dean of Students may include, but is not limited to:

- A statement from the student addressing their educational objectives
- Documentation of the legal proceedings or educational disciplinary records related to the past behavior
- The names and contact telephone numbers of references who can attest to the student's ability to function without harm to the learning community (which include persons under the age of 18) - this may include probation officers, therapists, employers, and clergy
- A mental health evaluation provided by the student, which the student may be required to pay for
- Any other documents and information that are considered useful in assessing the applicant or students petition to attend the College.
- The Dean of Students may limit the review to documents only, or may require in person meetings.

The Dean of Students will generally render a decision about the ability of the student to enroll within 15 business days after receiving the information, however, the review may need to be extended in order to obtain information and/or interview persons of interest.

If the applicant or student is not satisfied with the decision of the Dean of Students she/he may appeal to the Associate Vice President for Student Life & Ombudsperson. The appeal must be in writing and must be submitted within 5 business days after receiving notification from the Dean of Students. The Associate Vice President will generally limit her/his review to the written record and an assessment of whether or not a substantial procedural error occurred. The Associate Vice President for Student Life and Ombudsperson will render a final decision within 15 business days after receiving the appeal. The decision of the Associate Vice President for Student Life & Ombudsperson shall be final.

If the student is allowed to attend classes at the College, she/he will be informed and/or reminded of the student code of conduct, and she/he may be subject to ongoing monitoring, restrictions, and other requirements as needed to ensure the safety of the College community. Additionally, at the College's sole discretion, community members may be made aware of the of the presence of the student.

<b>Recommending Officer's Signature</b> <i>Marielena P. DeSanctis, Ph. D</i>	<b>Date:</b> 2/27/18	<b>President's Signature</b> <i>J. David Anthony Jr.</i>	<b>Date:</b> 2/27/18
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