

STUDENT SERVICES

Policy 80300: Admission of Registered Sex Offenders

1. Purpose

The purpose of this policy is to address the admission of registered sex offenders. Section 23-2.2:1 of the code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. Language on the web application informs applicants that their information is being transmitted to the State Police. In the event that the State Police determine that an applicant to Germanna Community College is listed on the Sex Offender Registry, the State Police will notify Germanna Community College via the local Sheriff. The College will be notified as to the prospective student's name and the charge for which the prospective student was convicted.

2. Policy

Registered sex offenders applying for admission to Germanna Community College will be required to meet with the Dean of Student Services and the Safety and Security Manager before being approved for admission. Students identified as sex offenders after having attended classes will be required to meet with the Dean of Student Services and the Safety and Security Manager within 10 working days after such notification. The Dean of Student Services, working with advice from the Safety and Security Manager will make an admission decision after meeting with the applicant. In accordance with its published admissions policy, the College reserves the right to evaluate and document special cases and to refuse admission to applicants if such refusal is considered to be in the best interest of the College. Students may be denied admission if there is reason to believe that they present a danger to themselves, other students, faculty members and/or staff.

3. Procedures

- 3.1 Upon notification that an applicant is a registered sex offender, the Safety and Security Manager will notify the Dean of Student Services.
- 3.2 The Dean of Student Services will direct the Registrar to put a hold on the applicant's record that will not allow the student to enroll in classes.
- 3.3 The Dean of Student Services will contact the applicant and arrange a time, date and location for a meeting
- 3.4 The Dean of Student Services and the Safety and Security Manager will meet with the applicant. During the meeting, the following information will be obtained:

- a. Nature of the offense for which he/she has been convicted;
 - b. Justification for consideration of admission;
 - c. 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.
- 3.5 Dean of Student Services will discuss, where relevant, any limitations on classes or majors necessitated by conditions of parole. The Dean will also discuss any potential difficulties with licensure for certain professions for which training is offered at Germanna Community College.
- 3.6 The Dean of Student Services will notify the Registrar of the admissions decision. If the applicant is admitted, the Registrar will remove the hold on the student record. The Dean of Student Services will notify the student of the admissions decision.
- 3.7 If an applicant is admitted to the College, the Safety and Security Manager will ensure that student's identity and status as a sex offender is published. The Safety and Security Manager will alert Security Staff accordingly.
- 3.8 Denial of admission will only be imposed if there is convincing evidence that the applicant is currently a danger to themselves, other students, faculty members and /or staff. If the applicant is denied admission to the College, he or she may appeal in a written letter to the Admissions Review Committee. The Dean of Student Services will notify the applicant of the decision and the right to appeal. The Admissions Review Committee is made up of 3 teaching faculty members. For the purpose of reviewing an admissions appeal from a registered sex offender, the Admissions Review Committee will be convened by the Registrar. The appeal will be approved or denied by simple majority vote. The decision of the Admissions Review Committee is final.
- 3.9 If a student is identified as a registered sex offender after he or she has started attending classes, the Dean of Student Services will request a meeting with the student within 10 working days of such notification. The meeting will follow procedures described in 3.3 through 3.8.

4. **Definitions**

- 4.1 Applicants who will be taking classes while incarcerated, solely through prison based programs are excluded from compliance.
- 4.2 This policy only applies to applicants intending to take credit classes.

5. **References**

New River Community College Policy Relating to Legislation Regarding Admissions

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6. **Point of Contact**

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7. **Approval and Revision Dates**

Approved by Presidents Council 1 October 2007