

## Lord Fairfax Community College

### Procedures for determining general admissions denials

In compliance with VCCS policy 6.0.1 General Admission to VCCS Colleges and in accordance with the admission policy as published on page 17 of the 2009-10 Lord Fairfax Community College Catalog and Student Handbook:

*The College reserves the right to evaluate and document special cases and to refuse admission if the College determines that the applicant is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of the College. Students whose admission is revoked after enrollment must be given due process.*

This provision applies to individuals who are in applicant status or those who are enrolled for a future semester. In extreme cases, the College has the right to apply these provisions to currently enrolled students during a given semester session (examples are convicted sex offenders and highly dangerous or disruptive students.)

Behaviors that present a threat or a potential danger to the college community or other behaviors where it is considered to be in the best interest of the College to refuse admission or revoke enrollment are defined as, but not limited to:

#### **Threatening Behavior (including but not limited to):**

- a) Physical actions short of actual contact/injury (i.e., moving closer aggressively, waving arms or fists, raising tone of voice or yelling in an aggressive or threatening manner)
- b) General oral or written threats to people or property (i.e., "you better watch your back" or "I'll get you"), including the use of any electronic means of communication
- c) Threats made in a "joking manner"
- d) Hate speech
- e) Implicit threats (i.e. "you'll be sorry" or "this isn't over yet.")

#### **Violent Behavior (including but not limited to):**

- a) Intentionally acting in a manner that in any way endangers the safety of others or an individual
- b) Any physical assault, with or without weapons
- c) Behavior that a reasonable person would interpret as being potentially violent (i.e. destruction of property, pounding on a desk or door or throwing objects in a threatening manner)
- d) Specific threats to inflict harm (e.g. a threat to shoot a named individual)
- e) Use of any object to attack or intimidate another person
- f) Interfering with an individual's legal rights of movement or expression

**Intimidating Behavior (including but not limited to):**

- a) Intimidation of any kind that results in fear for personal safety
- b) Engaging in actions of stalking behavior
- c) Behavior that is perceived to be frightening, coercing, or inducing distress to any member of the College community

**Disruptive Behavior (including but not limited to):**

- a) Verbally intimidating, threatening, or abusing any person or persons
- b) Physically intimidating, threatening, abusing or assaulting others
- c) Disorderly or abusive behavior that interferes with the rights of others or obstructs the teaching or learning environment or business of the college
- d) Making inappropriate demands for time and attention from College employees or students
- e) Inappropriate use of College facilities or resources
- f) Theft or damage to College property

**Procedures:**

Upon notification to the vice president of student success (vpss) or designee that the applicant/enrolled student has exhibited threatening, violent, intimidating or disruptive behavior as defined above, the vpss or designee will conduct an investigation to evaluate the circumstances. A service indicator will be placed on the applicant's record which will prevent the applicant from registering for classes during the investigation. If the College determines that the applicant is a threat or potential danger to the college community or if such refusal is considered to be in the best interest to the College, the student will be notified as follows:

**Applicant with no enrollment:**

The applicant will receive written notification at the home address listed in the student information system stating that admission to the College has been denied. The notification will state the denial is based on the College's determination that the applicant represents a threat or potential danger to the College or that the refusal of admission is considered to be in the best interest of the College.

**Applicant with enrollment:**

An applicant who becomes an enrolled student will receive written notification at the home address listed in the student information system stating that admission to the College is revoked and enrollment for the current or future semester is withdrawn. The notification will state the decision is based on the College's determination that the applicant represents a threat or potential danger to the College and/or their revoked admission and withdrawn enrollment is considered to be in the best interest of the College. The written notification will detail the procedures for due process and will provide the individual explicit instructions on the appeal process. The College will

reserve the class enrollment until the appeal process is complete, but the individual will not be allowed to attend class during the appeal process.

The individual is required to initiate the appeal process in writing within ten (10) calendar days of the notification by the College (as indicated by the date of the written notification from the College). Failure by the applicant/enrolled student to follow the appeal process within ten (10) calendars days of notification from the College will forfeit the right to appeal. The written notification will require the individual to initiate the appeals process within ten (10) calendar days of the notification from the College (as indicated by the date of the written notification) in order to receive consideration to remain enrolled. The College will make every effort to expedite the hearing timeline. Failure by the applicant/enrolled student to follow the appeals process within ten (10) calendars days of notification from the College (as indicated by the date of the written notification) will result in written notice of administrative withdrawal of all current and future classes at the college, revoked admission for future semesters, and forfeiture of the individual's right to appeal.

Appeal process for enrolled student:

1. The enrolled student will receive a letter from the vice president of student success or designee detailing the denied status of the student, withdrawn enrollment and appeal procedure within ten (10) business days of the College's decision to deny or revoke admission and to withdraw the student from current or future enrollments. The enrolled student will be advised of the right to due process and request for appeal.
2. Upon receipt of a request for appeal from the student within the required ten (10) business days of notification, the vpss will convene the Adhoc Admissions Appeals Hearing Committee (AAHC). In addition to the vpss, the committee membership and appointment will be at the discretion of the President of the College. The purpose of the hearing is to provide the student due process and for the AAHC to evaluate the facts of the case. If the AAHC determines that the applicant or enrolled student represents a threat or potential danger to the College and/or the revoked admission and withdrawn enrollment is considered to be in the best interest of the College, the student's admission to the College will be revoked; the student will be administratively withdrawn from classes and the student will receive a tuition refund. The individual will be denied future admission/enrollment to the College.
3. The AAHC will review the proceedings of the hearing and make a decision by a simple majority vote within fourteen (14) calendar days of receiving the written request for the appeal. The College will make every effort to expedite appeal process. The vice president of student success will convene the committee and serve as a member. The vice president of student success will inform the applicant/enrolled student by written correspondence of the AAHC decision. The decision of the AAHC is final.