

## Sexual Offender Registry Policy

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 Crime Information Center Convicted Sexual Offender Registry. Language on the Admissions 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 Central Virginia Community College is listed on the Sex Offender Registry, the State Police will notify the Security Office at Central Virginia Community College. When the college receives such a notification, the following procedures apply:

- A. The applicant will be denied admission to Central Virginia Community College in accordance with its admission policy as published in its catalog:

*The College reserves the right to evaluate special cases and to refuse admission when the admission of an applicant is not in the best interest of the college.*

- B. If the applicant registers for classes and becomes a student before the college received notification from the State Police, the student will be immediately informed that he/she is being dropped from classes and will receive a refund.
- C. An applicant may invoke his/her right to an appeal process.

### **Appeal Process for Denial of Admission or Withdrawal for Convicted Sex Offender**

When a convicted sex offender is denied admission to or is administratively dropped from classes at Central Virginia Community College, he/she may invoke the following appeal process:

- A. The applicant or withdrawn student will receive a letter from the Vice President for Academic Affairs and Student Services stating his/her denial of admission or administrative drop from classes.
- B. The applicant/withdrawn student may write a letter of appeal to the Vice President for Academic Affairs and Student Services in which he/she provides the following information:
  1. Disclosure of the nature of the offense for which he/she has been convicted;
  2. Justification for consideration of admission/reinstatement;

3. 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 if he/she is admitted or reinstated.

**Note: If a student is appealing a denial of admission or an administrative drop, he/she must submit the letter of appeal to the Vice President for Academic Affairs and Student Services within seven (7) calendar days of the administrative drop.**

- C. The Appeals Committee, consisting of three (3) full time faculty or administrators, will review the information submitted and make a decision by a simple majority vote within fourteen (14) calendar days of receiving the letter of appeal. The Vice President for Academic Affairs and Student Services will serve as the convener of the panel and will be a member of the panel.
- D. The Vice President for Academic Affairs and Student Services will inform the applicant/ dropped student by letter of the decision of the appeals panel. The decision of the appeals panel shall be final