

**Subject: Refusal or Revocation of Admission**

|   |   |
|---|---|
| 1. Purpose .....  | 1 |
| 2. Policy .....   | 1 |
| 3. Responsibilities.....  | 2 |
| 4. Procedures .....   | 2 |
| 4.1. Refusal of Admission Based on Another College’s Threat Determination ..... | 2 |
| 4.2. Revocation of Admission Based on Another College’s Threat Determination .. | 2 |
| 4.3. Revocation of Admission Based on TCC’s Threat Determination .....          | 3 |
| 5. Definitions.....   | 3 |
| 6. References .....   | 3 |
| 7. Review Periodicity and Responsibility .....                                  | 4 |
| 8. Effective Date and Approval .....  | 4 |
| 9. Review and Revision History .....  | 4 |

**1. Purpose**

The purpose of this policy is to establish guidelines for Tidewater Community College’s (TCC) response to a notification that an applicant or student has been expelled or suspended from another Virginia community college or has been determined to be a threat, potential danger, or significant disruption by another college. The policy also delineates the college’s response when a student has been expelled or suspended from TCC for misconduct that has been determined by the college to warrant a warning to other colleges within the Virginia Community College System (VCCS).

This policy complies with the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C, § 1232 (g); 34 CFR Part 99; and the Government Data Collection and Dissemination Practices Act, Code of Virginia § 2.2-3800, et seq, as amended. In implementing this policy, the college is guided by VCCS policy (6.0.1 – General Admission to the VCCS Colleges).

**2. Policy**

TCC is committed to providing a safe and secure environment in which to learn and work by prohibiting threats, potential dangers, or significant disruptions to the college community. To that end, the college shall evaluate and document special cases and may refuse or revoke admission if the college determines that an applicant or student

poses a threat, is a potential danger, or is significantly disruptive to the college community or if such refusal or revocation is considered to be in the best interest of the college. TCC may refuse or revoke admission to an individual who has been expelled or suspended from another VCCS college and has an XTA indicator placed on his/her record in the Student Information System (SIS) by another VCCS college to indicate that the student has been determined to pose a threat, potential danger, or significant disruption.

TCC shall alert VCCS colleges when a student has been expelled or suspended from TCC for posing a threat, potential danger, or significant disruption by placing an XTA service indicator in the student's records in the Student Information System (SIS).

### **3. Responsibilities**

- 3.1. The Vice President for Student Affairs shall develop and promulgate procedures to implement the policy delineated above.
- 3.2. The College Registrar, campus provosts, deans of student services, and enrollment services and admissions personnel are responsible for communicating the policy and procedures to all employees under their supervision and for ensuring compliance with this policy.

### **4. Procedures**

#### **4.1. Refusal of Admission Based on Another College's Threat Determination**

- 4.1.1. If a student with an XTA on his/her student's record at another VCCS college applies to TCC, the individual will receive a message indicating that he or she should contact the admissions or records office.
- 4.1.2. Any student services office contacted by such an applicant shall check SIS to determine if an XTA service indicator has been placed on the applicant's account. If the indicator has been placed on the applicant's account, he or she shall be referred to the Vice President for Student Affairs (VP) who will refer the matter to the college's Threat Assessment Team per section 4.1 of the college's Policy 1301. The Threat Assessment Team will review the applicant's record, including contacting the college that placed the XTA indicator on his or her account to obtain details of the situation, and make a recommendation to the Vice President regarding whether to admit the individual to TCC. The VP shall send the applicant a decision letter within two (2) working days of the decision.

#### **4.2. Revocation of Admission Based on Another College's Threat Determination**

- 4.2.1. The Office of Information Systems (OIS) shall run a nightly report to identify any students admitted to TCC who have an XTA service indicator on their account. The College Registrar shall receive an automated nightly email notification of any students with XTA indicators that were admitted.

In the event that such an admitted student is identified, the Registrar will notify the Vice President for Student Affairs (VP).

- 4.2.2. When an individual with the XTA service indicator from another VCCS college has been admitted and becomes known to TCC, the VP will refer the individual to the Threat Assessment Team per section 4.1 of the college's Policy 1301. The Threat Assessment Team will handle the matter according to college policy, including contacting the other college to obtain details of the situation that led to the XTA service indicator. If warranted, the Threat Assessment Team will make a recommendation to revoke the individual's admission to the VP. The VP will ensure due process is afforded as outlined in the Conduct Guidelines published in the college's *Student Handbook* if the student has enrolled in one or more credit courses.

### 4.3. Revocation of Admission Based on TCC's Threat Determination

- 4.3.1. When TCC dismisses a student for posing a threat, being a potential danger, or for being significantly disruptive, the College Registrar shall be notified by the Vice President for Student Affairs within one (1) business day of the determination. The College Registrar shall place an XTA service indicator on the student's record(s) in the SIS to prohibit the student from being automatically admitted to another VCCS college.
- 4.3.2 The College Registrar shall also place a "misconduct dismissal" notation on the student's official academic record. The student shall be notified of the service indicator and notation via a written dismissal letter sent by the Vice President for Student Affairs.

## 5. Definitions

**Admitted student** – an individual who has applied for admission or readmission to TCC and has been accepted to the college.

**Applicant** – an individual who has attempted to apply for admission to TCC.

**XTA** – a Student Information System (SIS) service indicator used by VCCS colleges to indicate when a student has been determined to pose a threat, potential danger, or significant disruption.

## 6. References

[Family Educational Rights and Privacy Act \(FERPA\)](#) (20 U.S.C. § 1232g; 34 CFR Part 99)

[TCC Policy 1301 Campus and Workplace Violence Prevention](#)

[Virginia Community College System Policy 6.0.1 General Admission to the VCCS Colleges](#)

[TCC Student Handbook](#)

## **7. Review Periodicity and Responsibility**

The Vice President for Student Affairs shall review this policy at the first anniversary of its approval and, if necessary, recommend revisions.

## **8. Effective Date and Approval**

This revision to the policy is effective upon its approval by the College President July 7, 2016.

Policy Approved:

Procedure Developed:

Edna V. Baehre-Kolovani, Ph.D.  
President

Michael D. Summers, Ed.D.  
Interim Vice President for Student Affairs

## **9. Review and Revision History**

The initial version of this policy was approved on March 22, 2012.

- Revision 1 updates the policy with the corrected title of the Vice President cited in the policy and responsible for its review. Also changed was the procedure to make it a nightly report run by OIS and communicated to the College Registrar on a daily basis.

Approved July 7, 2016 by President Edna V. Baehre-Kolovani, Ph.D.