



## **Admission and Continued Enrollment of Students Who May Pose a Threat**

**Procedure Number:** 609P

**Responsible Office:** Vice President, Student Affairs

**Forms:** N/A

**Effective Date:** 03/12/2025

**Date Last Reviewed:** 03/12/2025

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### **1. Purpose**

This procedure establishes guidelines for the admission and continued enrollment of students who:

- Are registered sex offenders.
- May pose a threat to the College community.
- Have an XTA or ALL service indicator on their record from NOVA or another VCCS college.

These procedures ensure that all applicants and enrolled students are evaluated fairly and consistently while prioritizing the safety and security of the College community.

### **2. Definitions**

*Direct Threat:* Behavior that poses a significant risk to the health or safety of any member of the College community or others.

*Sex Offender:* An individual required to register on the Virginia Criminal Information Network (VCIN) Sexual Offender Registry and/or the National Crime Information Center (NCIC) Convicted Sexual Offender Registry, in compliance with Virginia Code § 9.1-901 and § 9.1-902.

*XTA Service Indicator:* The XTA service indicator is placed on a student's record when a student is dismissed for misconduct, exhibits threatening behavior, or is determined to be a potential threat. The indicator prevents enrollment at all VCCS colleges.

*ALL Service Indicator:* Placed on a student's record when a student is dismissed, suspended, or temporarily suspended from the College due to misconduct or threatening behavior. The ALL service indicator prevents enrollment at Northern Virginia Community College (NOVA) but does not prohibit enrollment at other VCCS colleges.

### **3. Procedure**

1. Reporting Information

- a. Any member of the NOVA community, guest, or visitor may submit a report about a student for demonstrating behavior that threatens the health or safety of any member of the College community or others, or that unreasonably disrupts the learning environment.
- b. Information may be submitted via the [Report a Concern](#) website.

## 2. Assessing Registered Sex Offenders

- a. This procedure applies to all individuals who apply to NOVA and are identified as convicted sex offenders under Virginia Code § 23.1-407, § 9.1-901, § 9.1-902, § 19.2-390.1.
- b. The College Records Office (CRO) transmits enrollment information electronically to the Virginia State Police for comparison against the Sex Offender Registry. Applicants are informed during the online application process that their information will be shared with law enforcement.
- c. If the State Police confirm that an applicant is listed on the Sex Offender Registry, NOVA will be notified.
- d. Upon notification:
  - i. The CRO will place an ALL Service Indicator on the applicant's record, preventing class registration.
  - ii. The CRO will send an official letter to the student's mailing address explaining that they must complete the Registered Sexual Offender Request Form for further review.
- e. Once the student submits the [Registered Sexual Offender Request Form](#):
  - i. The CRO will forward it to the Threat Assessment Team (TAT) for evaluation.
  - ii. The TAT will review the student's documentation and provide a recommendation to the Vice President of Student Affairs regarding enrollment.
  - iii. The Vice President of Student Affairs will make the final decision and notify the CRO, which will then inform the student whether they are denied admission or may proceed with the enrollment process.
- f. If the student registers for classes before NOVA receives notification from the State Police, they will be informed that they must complete the Registered Sexual Offender Request Form before the start of classes. If the form is not completed, the student will be dropped from classes and will receive a refund.
- g. A student may appeal using the [Student Grievances - Academic Form \(125-021-A\)](#) found in NOVA's [Student Grievance Procedure \(608P\)](#).

## 3. Prospective Students

- a. If the TAT receives information about a prospective student who could pose a potential threat or has an XTA or ALL service indicator on their record, it will review the case to assess any risk to the College community.



- b. Based on its evaluation, the TAT may recommend to the Vice President of Student Affairs that the student be:
  - i. Denied admission, or
  - ii. Admitted with specific conditions, with a recommendation outlining those requirements.
- c. The Vice President of Student Affairs will make the final decision and notify the CRO, which will then inform the student of the outcome.
- d. The decision of the Vice President of Student Affairs is final; there is no appeal process.
- e. In cases where the student is denied admission, an ALL or XTA Service Indicator will be placed on their record if not already present.

#### 4. Current Students

##### a. Substantial Disruption Without Direct Threat

- i. If the TAT determines that a current student is causing a substantial disruption but does not pose a direct threat, it may recommend processing the student through the Involuntary Withdrawal Procedure (610P).
- ii. The TAT will refer the case to the Director of the Office of Student Rights and Responsibilities (OSRR), who will:
  - 1) Manage the process, including communicating with the student regarding next steps.
  - 2) Consult with the Office of Wellness and Mental Health Case Manager (OWMH) and the Director of Accommodations and Accessibility Services (AAS) as needed.
- iii. The Director of OSRR may also consult with the OWMH Case Manager and the Director of Accommodations and Accessibility Services (AAS), as appropriate.

##### b. Interim Action for Imminent Danger

- i. If the TAT determines that a student presents an imminent danger, it may recommend interim action under the Student Code of Conduct to remove the student temporarily.
- ii. This action will be processed through either:
  - 1) The Director of OSRR, or
  - 2) The OWMH Case Manager.
- iii. The OSRR will be responsible for:
  - 1) Communicating with the student regarding the interim action.



2) Outlining any restrictions and next steps.

c. Appeal of Decision

i. A student may appeal the determination of involuntary withdrawal to the Vice President of Student Affairs.

ii. The appeal must be:

1) Submitted in writing within five (5) business days of receiving the final determination.

2) Based on one of the following grounds:

a) A procedural error that significantly impacted the outcome.

b) New evidence unavailable during the original assessment that could substantially impact the outcome.

iii. The Vice President for Student Affairs will issue a final decision within five (5) business days.

iv. The decision of the Vice President of Student Affairs is final.