



XTA and XIT Service Indicators Procedure

Procedure Number: 614P

Responsible Office: Vice President, Student Affairs

Forms: N/A

Effective Date: 2/21/2024

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1. Purpose

In order to prevent registration of a student who is under investigation for sexual misconduct or who has been dismissed for serious misconduct or threatening behavior, Northern Virginia Community College may place service indicators on a student's SIS record.

- a. 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 to the Virginia Commonwealth.
- b. The indicator prevents enrollment at all VCCS colleges. The student may petition another VCCS college for admission as an exception to policy. Admission to one VCCS college as an exception to policy does not mean that the student is admitted to other VCCS colleges.
- c. The ALL Service indicator is applied when the student's admissions is revoked only for NOVA.

2. Definitions

Current Student: A student who is currently enrolled or who has been enrolled within the last three academic years.

Prospective Student: An individual who has applied, or seeks to apply, to the College.

Service Indicator: An indication that services should be withheld or provided to an individual. Negative service indicators indicate holds that prevent an individual from receiving certain services such as being denied registration/enrollment.

Student Information System (SIS): The central source for accessing student information and handling tasks such as registration, dropping courses, making payments and managing personal information.

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.

3. Procedure

1. For each indicator, prior to placing a service indicator on a student's SIS record, the College shall notify the student that the College will place the service indicator on the student's SIS record. The College shall explain the reason for the service indicator and give the student the right to appeal.
 - a. The appeal process for the XTA indicator is described in the Involuntary Withdrawal Policy.
 - b. The appeal process for the XIT indicator follows the Sexual Misconduct Policy.
2. If students who have been dismissed for misconduct or had a service indicator placed on a student's SIS record, or both, request that transcripts of their records be sent to another college, a statement may be placed on transcripts stating, "additional information available upon request from the designated college official."