

Administrative Ban Notice

To (name and address):

Date:

This office has received information indicating that your continued presence on campus poses a significant threat to the health, safety, welfare, or academic experience of members of the College community. This letter serves as official notice that you are not to be physically present on the following NOVA property:

All property or facilities associated with Northern Virginia Community College

Specific NOVA Campus: _____

Other: _____

This notice in effect for:

One year from the date of this notice

Other: _____

If you violate this trespass notice, you may be subject to arrest for criminal trespass pursuant to Virginia Code §18.2-119.

You may appeal this notice in writing within five business days to the College official indicated below:

Provost – name and address

The appeal must include a complete explanation for the conduct that led to the administrative ban notice, the basis for the desire to be on College property, and any other information you wish to be considered. A written response to the appeal will be issued within ten business days. That decision will be considered final.

Signed by

(authorized college official)

Copy: College Police

Provost

Anyone else with a specific need to know