

ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

- A. In accordance with §1001.64(8)(a), F.S., Florida State College at Jacksonville (FSCJ/College) may consider the past conduct of any individual applying for admission or enrollment. The College may deny admission or enrollment to an applicant because of misconduct if determined to be in the best interest of the College.
- B. The College has determined that the presence on campus of students designated as a sexual predator or sexual offender by any court may be disruptive of the orderly process of the College's programs and/or would interfere with the rights and privileges of other students, staff and guests.

Procedure

- A. Individuals identified as sexual predators by any court shall not be admitted to the College. Sexual predators and sexual offenders admitted prior to the adoption date of the applicable Rule and who are currently enrolled may continue their education. Those admitted will be allowed on College grounds, only as may be required to complete a program of study commenced at the College. Sexual predators and sexual offenders admitted prior to the adoption of the rule will be subject to the processes referenced in Section 6. Further sexual predators and sexual offenders previously admitted are subject to Section 7. Individuals identified as sexual offenders will only be admitted to the College upon review by a designated subcommittee of the Threat Assessment Team. Applications by sexual offenders will be processed as follows:
 1. All applications must be received no later than sixty (60) days prior to the beginning of the term for which enrollment is being requested. Applications received less than sixty (60) days prior to the beginning of the term for which enrollment is requested, may be considered for a later session or the next term.
 2. The applicant will be required to complete a College Application or Re-admit Application that will require the applicant to identify themselves as a sexual offender. If it is determined at a later date that the applicant has not disclosed their designation as a “sexual offender”, the applicant will be subject to discipline, including but not limited to expulsion by the College.
 3. Upon submission of the Application, the College will provide a letter detailing additional information related to the sexual offender’s criminal history and status that must be submitted to supplement the Application. Required documents include:
 - a. the sexual offender’s criminal history,
 - b. arrest reports,
 - c. letters of reference,
 - d. judgment and sentences for all offenses the applicant has been convicted,
 - e. any documentation that references any community control or probation the applicant is subject to,
 - f. any supporting documents that applicant deems appropriate,



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g. and an authorization executed by the applicant to conduct a criminal and other appropriate background checks.

The applicant shall also include all Court-ordered requirements of the applicant as well as the applicant's status or evidence of completing such Court-ordered requirements. Failure to submit the requested information will result in the applicant being denied admission.

4. Completed applications that include all required information will be forwarded to the Threat Assessment Team (TAT) for review. The Committee for the purpose of reviewing Applications will include at a minimum, the TAT Chair, the Vice President of Student Affairs and Enrollment, or designee, the appropriate student conduct administrator, or designee, and a designee from the Office of General Counsel. The TAT may, at its discretion, request additional information from the applicant. The TAT will review the application and referenced documentation and make a recommendation to approve or deny each applicant. If the decision is made to admit the applicant, the TAT will recommend any conditions or restraints, including, but not limited to, the student's presence on campus and at College-sponsored events. The TAT Chair will notify the College Admission Office in writing with any applicable conditions, restraints or denials. There is no appeal of a decision to deny admission or enrollment.
5. The College Admission Office will be notified to place a hold on the student's registration and will generate a letter of admission or denial to the student detailing additional instructions to complete enrollment.
6. Admitted students will be instructed to schedule an intake appointment to meet with the appropriate conduct representative and a security officer prior to registration. The student will be advised of his/her responsibilities and of any conditions or restraints on their attendance and presence on campus and at College-sponsored events. Campus personnel may place additional conditions on the admitted student. The student will be required to sign an agreement outlining any conditions of enrollment and restraints. At the completion of the intake appointment, the appropriate conduct representative will countersign the agreement and release the student's hold.
7. A student designated as a sexual offender who is admitted has a continuing duty to advise the College of any arrest for any offense within 48 hours of being released, or any change in the student's sexual offender designation, probation, community control, or any commitment to a jail or prison. Failure to advise the College may result in discipline by the College including but not limited to immediate expulsion.



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REFERENCES: F.S. 775.21, 943.0435, 985.4815, 1001.02, 1001.64, 1001.65

Adopted Date: April 1, 2014

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