

## Lord Fairfax Community College

### Procedures for determining general admissions denials

In accordance with VCCS policy 6.0.1 General Admission to VCCS Colleges and the College's admission policy as published in the Lord Fairfax Community College Catalog and Student Handbook:

*The College reserves the right to evaluate and document special cases and to refuse or revoke admission if the College determines that the applicant or student poses a threat, is a potential danger, is significantly disruptive to the College community, or if such refusal or revocation is considered to be in the best interest of the College. The College also reserves the right to refuse admission for applicants that have been expelled or suspended from, or determined to be a threat, potential danger or significantly disruptive, by another college. Students whose admission is revoked after enrollment must be given due process.*

This provision applies to individuals who are in applicant status or those who are enrolled for a future semester. In extreme cases, the College has the right to apply these provisions to disenroll currently enrolled students during a given semester session (examples are convicted sex offenders and highly dangerous or disruptive students.)

Behaviors that present a threat or a potential danger to the College community or other behaviors where it is considered to be in the best interest of the College to refuse admission or revoke enrollment are defined as, but not limited to:

#### **Threatening Behavior (including but not limited to):**

- a) Physical actions short of actual contact/injury (i.e., moving closer aggressively, waving arms or fists, raising tone of voice or yelling in an aggressive or threatening manner)
- b) Oral or written threats to harm people or their property (i.e., "you better watch your back" or "I'll get you"), including the use of any electronic means of communication
- c) Implicit threats (i.e. "you'll be sorry" or "this isn't over yet.")

#### **Violent Behavior (including but not limited to):**

- a) Intentionally acting in a manner that in any way endangers the safety of others
- b) Any physical assault, with or without weapons
- c) Behavior that a reasonable person would interpret as being physically aggressive (i.e. destruction of property, pounding on a desk or door or throwing objects in a threatening manner)
- d) Specific threats to inflict harm (e.g. a threat to shoot a named individual)
- e) Use of any object to attack or intimidate another person
- f) Interfering with an individual's legal rights of movement or expression

**Intimidating Behavior (including but not limited to):**

- a) Intimidation of any kind that results in an individual's fear for his/her personal safety
- b) Engaging in stalking behavior
- c) Behavior that is reasonably perceived to be frightening, coercing, or inducing distress to any member of the College community

**Disruptive Behavior (including but not limited to):**

- a) Verbally intimidating, threatening, or abusing any person or persons in the College environment
- b) Physically intimidating, threatening, abusing or assaulting others
- c) Disorderly or abusive behavior that interferes with the rights of others or obstructs the teaching or learning environment or business of the
- d) Making inappropriate and incessant demands for time and attention from College employees or students
- e) Inappropriate use of College facilities or resources
- f) Theft or damage to College property

These procedures may also apply when LFCC has received documentation from that the applicant/enrolled student has been expelled, suspended, banned from or determined to be a threat, potential danger or significantly disruptive at another college.

**Procedures:**

Upon notification to the vice president of student success (vpss) or designee that the applicant/enrolled student has exhibited threatening, violent, intimidating or disruptive behavior as defined above or that the applicant/enrolled student has been expelled, suspended, banned from or determined to be a threat, potential danger or significantly disruptive at another college, the vpss or designee will conduct an investigation to evaluate the circumstances. After the investigation, if the College determines that the applicant is a threat or potential danger to the college community or if such refusal is considered to be in the best interest to the College, the student will be notified as follows:

Applicant with no enrollment:

After the investigation, the applicant will receive written notification at the home address listed in the student information system stating that admission to the College has been denied. The notification will state the denial is based on the College's determination that the applicant represents a threat or potential danger to the College or that the refusal of admission is considered to be in the best interest of the College. A service indicator will be placed on the applicant's record which will prevent the applicant from registering for classes.

#### Applicant with enrollment:

An applicant who becomes an enrolled student will receive written notification at the home address listed in the student information system stating that admission to the College is revoked and enrollment for the current or future semester is withdrawn. The notification will state the decision is based on the College's determination that the applicant represents a threat or potential danger to the College and/or their revoked admission and withdrawn enrollment is considered to be in the best interest of the College. The written notification will detail the procedures for due process and will provide the individual with explicit instructions on the appeal process. The College will reserve the class enrollment until the appeal process is complete, but the individual will not be allowed to attend class during the appeal process.

The individual is required to initiate the appeal process in writing within ten (10) calendar days of the notification by the College (as indicated by the date of the written notification from the College) in order to receive consideration to remain enrolled. Absent extreme extenuating circumstances, if the enrolled student fails to follow the appeal process within ten (10) calendar days of notification from the College he/she will forfeit the right to appeal, which will result in the College sending to the student written notification of administrative withdrawal of all current and future classes at the College, and revocation of admission for future semesters. The College will make every effort to expedite the hearing timeline.

#### Appeal process for enrolled student:

1. The College will notify the student of its investigation if a hold is placed on the student registering for classes, or taking advantage of any other student benefit.
2. The enrolled student will receive a letter from the vice president of student success or designee detailing the denied status of the student, withdrawn enrollment and appeal procedure within ten (10) calendar days of the College's decision to deny or revoke admission and to withdraw the student from current or future enrollments. The enrolled student will be advised of the right to due process and request for appeal.
3. Upon receipt of a request for appeal from the student within the required ten (10) calendar days of notification, the vpss will convene the Ad hoc Admissions Appeals Hearing Committee (AAHC). In addition to the vpss, the committee membership and appointment will be at the discretion of the President of the College. The purpose of the hearing is to provide the student notice of the basis for the College's decision and the right to provide his/her explanation of the facts, as well as for the AAHC to evaluate the facts of the case. If, after the hearing the AAHC determines that the applicant or enrolled student represents a threat or potential danger to the College and/or the revoked admission and withdrawn enrollment is considered to be in the best interest of the College, the student's

admission to the College will be revoked; the student will be administratively withdrawn from classes and the student will receive a tuition refund. The individual will be denied future admission/enrollment to the College.

4. The AAAHC will review the proceedings of the hearing and make a decision by a simple majority vote within fourteen (14) calendar days of receiving the written request for the appeal. The College will make every effort to expedite the appeal process. The vice president of student success will convene the committee and serve as a member. The vice president of student success will inform the enrolled student by written correspondence of the AAAHC decision. The decision of the AAAHC will be final.