I. PURPOSE & INTENT

Board of Governors Regulation 6.001, General Admissions, authorizes universities to refuse admission to applicants because of past misconduct. University of South Florida Regulations USF3.018 and USF3.008 further require the Vice President for Student Success, or designee, on the Tampa campus to review all applications to the University of South Florida in which a student discloses past misconduct and to make a decision to the Office of Admissions as to whether the admission of the applicant will be in the best interest of the University of South Florida (USF). This Policy describes the procedure and assigns responsibility for the review of these applications for admission.

II. STATEMENT OF POLICY

All University of South Florida applicants including Graduate and Undergraduate, Degree and Non-Degree seeking (including the Senior Audit Program), and Transient answer questions concerning prior misconduct. If the Office of Admissions (Admissions Team), or designated office responsible for the admissions process, requires a new application, each new application will be subject to Prior Conduct Review (PCR) to ensure compliance with this Policy and may be subject to a second or new Prior Conduct Review if applicable.

Applicants who fail to give complete and accurate responses to the prior conduct section of the admissions application may be subject to denial of admission, disciplinary action, invalidation of credits or degrees earned and rescission/revocation of admission upon discovery of the misstatement or omission. The Admissions Team will refer applicants who respond affirmatively (“Yes”) to prior conduct questions to Student Rights and Responsibilities (SRR) (process set forth below) for a Prior Conduct Review Recommendation before the Admissions Team completes its admission review and issues the University’s final admission decision. An admitted student is responsible for providing SRR any updates to terms of entry as failure to do so may result in a conduct referral and/or rescission of admission.
III. **APPLICABILITY**

This Policy addresses PCR at the time of initial general admission to USF. Any student may be subject to additional background checks or conduct reviews required USF colleges or programs. Those colleges or programs may conduct prior conduct reviews before admission to their college or program and may also require mandatory background checks for admission to their unique areas and during enrollment as required for clinical placements. The results of these mandatory background checks may be cross-referenced against responses to admission inquiries at any time. Inconsistencies may result in rescission of admission and/or referrals for violations of the Student Conduct Code.

IV. **DEFINITIONS AND PROCESS STEPS**

A. **Admissions Team:** The University office designated with the responsibility to determine if an Applicant is to be admitted to the University and to notify the Applicant of the University’s final admission decision. For purposes of this Policy, this Admissions Team may be the Office of Admissions (OOA) for Undergraduate and Graduate Students, the Office of the Registrar for specific subsets of students such as Transient or Non-Degree Seeking Students, or other designated Admissions office or administrators vested with the final admission decision.

B. **Applicant:** The person who submits an Application for Admission. The Office of Admissions will forward Applicants that respond “Yes” to the Prior Conduct Questions on the Application to SRR and after a PCR, SRR will provide a Prior Conduct Review Recommendation to the Office of Admissions.

C. **Student Rights and Responsibilities (SRR):** SRR is the office designated by the Vice President of Student Success to review the prior conduct information provided by the applicant and determine if an applicant may be recommended for admission. In making this determination, SRR has appointed an Admissions Prior Conduct Review Team (defined in C. below), and SRR may designate the APCRT to conduct the review on behalf of the University. SRR/APCRT or their designee, may request additional information and records from the applicant, consult with other appropriate individuals, offices and agencies including but not limited to, the Office of the General Counsel, the Counseling Center, the University Police, other educational institutions and other law enforcement agencies. An applicant’s failure to respond to a request for information will delay or terminate the admissions process.

D. **Admissions Prior Conduct Review Team (APCRT):** APCRT is comprised of several faculty and staff members for University wide representation. Applicants brought to this team for review may have a history of incidents or sanctions regarding behavior before applying to the University including interactions with the criminal justice system and/or previous conduct at varying educational institutions.

E. **Office of Admissions (Admissions Team):** The University office designated with the responsibility to determine what Applicants are to be admitted to the University and to notify the Applicant of the University’s final admission decision. For purposes of this Policy,
as specific subsets of students such as Transient or Non-Degree Seeking Students may not be processed through the Office of Admissions, the University office may be the Office of the Registrar or other designated office.

F. Prior Conduct Review (PCR): The University process of evaluating an Applicant’s self-disclosure regarding incidents or sanctions regarding behavior before applying to the University which may require an Applicant to provide additional information to determine if an Applicant should be recommended to the Admissions Team for admission to the University.

G. Prior Conduct Review Recommendation: The determination made by the University office designated with the responsibility to review an Applicant’s statements and records regarding prior incidents or sanctions related to an Applicant’s behavior prior to applying to the University results in a Recommendation to the Office of Admission for the academic term of entry noted on the application. Applicants/Students must advise SRR if the term of entry is changed to facilitate an appropriate PCR.

H. Recommendations: The SRR advises Admissions Team in writing of the Prior Conduct Review Recommendation (one of the three listed below) to enable Admissions Team to determine eligibility of admission and to notify the Applicant of the final University Admission Decision:

1. Recommended: SRR recommends the Applicant be considered for general admission.

2. Recommended with Conditions: SRR recommends the Applicant be considered for general admission provided that admission include identified conditions* which may include:
   i. A probationary period for all or part of enrollment with or without stipulations.
   ii. Restriction on housing, activities, and/or employment on campus.
   iii. Other designated conditions.

3. Not Recommended: SRR notifies the Applicant in writing of the Not Recommended for Clearance and if no appeal is filed within 10 days or the Dean of Students has upheld the Prior Conduct Review Recommendation, SRR advises Admissions Team that SRR does not recommend the Applicant be cleared for general admission.

I. University Admission Decision: After receiving the Prior Conduct Review Recommendation, the Admissions Team determines the eligibility of the Applicant and notifies the Applicant of the final University Admission Decision.

J. Factors in Prior Conduct Consideration: Issues that could prevent and/or affect admission to the University include, but are not limited to:

1. Prior conduct that includes selling/distribution or manufacturing of drugs; sex offenses; or acts of violence.
2. Incomplete, pending or ongoing criminal probation/parole or other court ordered or imposed restrictions.
3. Current or prior suspension from previous institutions and the status of the suspension, including consideration of whether the suspension is complete and the student is
permitted to attend the institution.
4. Current or prior permanent dismissal or separation from any educational institution.
5. Expulsion of a student from an academic program.

*Current Responsible Office: Student Success

*Refer to the appropriate Responsible Office website for a current name of the Vice President of Student Success or other Responsible Officer.

History: New 8-30-96, Amended 3-11-02, 10-05-05, 12-4-09, 8-10-12, 3-19-15 (technical), 11-15-18 (technical), 3-9-20 (technical).