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 System (USF System) Regulation USF3.018, further requires the Vice President for Student Affairs and Student Success -Tampa campus or designee to review all applications to the USF System in which a student discloses past misconduct and to make a decision 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

The University of South Florida System application for Graduate and Undergraduate, Degree and Non-Degree seeking students includes questions concerning prior misconduct.

Applicants who fail to give complete and accurate responses to the conduct section of the admission application may be subject to denial of admission, disciplinary action, invalidation of credits or degrees earned and rescission of admission upon discovery of the misstatement or omission. In cases of those applicants who respond affirmatively to conduct questions, the Admissions Office contacts the applicants and, where appropriate, apprises them of their responsibility to provide USF with copies of relevant information concerning the incident(s) including court records, other institutional disciplinary decisions and final dispositions. All applicants who respond affirmatively to conduct questions will be subject to the same review and will not be considered for admission to USF until cleared by the Office of Student Rights and Responsibilities.
III. APPLICABILITY

This Policy is with regard to admission only. Colleges or Programs with designated independent admission processes may conduct prior conduct reviews before admission and may also require 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. PROCESS STEPS

A. Applicant: Applicants are responsible for answering the prior conduct questions on the application accurately without omission. The Admissions Office will identify those applicant files with prior conduct information that need to be reviewed by the Office of Student Rights and Responsibilities.

B. Office of Student Rights and Responsibilities (OSRR): OSRR, or their designee, will review the prior conduct information provided by the applicant and determine if an applicant may be cleared for admission. In making this determination, OSRR, 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.

C. Outcomes: The OSRR review may result in one of three outcomes:

1. OSRR clears the applicant for admission consideration and advises the Admissions Office in writing. The Admissions Office then further processes the application, determines academic eligibility for admission and notifies the applicant in writing of the admission decision.

2. OSRR clears the student for admission consideration with restrictions which may include, but are not limited to:

   a) A probationary period for all or part of enrollment with or without stipulations.

   b) Restriction on housing, activities or employment on campus.

OSRR advises the Admissions Office in writing. The Admissions Office then further processes the application, determines academic eligibility for admission and notifies the applicant in writing of the admission decision. OSRR communicates stipulations to the applicant in writing.
3. OSRR does not clear the applicant for admission consideration and OSRR notifies the Admissions Office and the applicant in writing. Applicants can appeal the decision of OSRR not to clear the application for admission consideration. Appeals are to be written to the Dean of Students, or their designee, within ten (10) normal business days from the date of the letter they received from OSRR. The Admissions Office will make a formal admission decision at the conclusion of the prior conduct review or appeal.

D. 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 suspension status (if complete, had the student been permitted to return to their 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 Affairs and Student Success

*Refer to the appropriate Responsible Office website for a current name of the Vice President 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).