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) Regulations USF3.018 and USF3.008 further require the Vice President for Student Affairs and Student Success, or designee, on the Tampa campus to review all applications to the USF System in which a student discloses past misconduct and to make a decision to the Admissions Office 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. This includes Senior Audit Program applications as those are viewed as a Non-Degree seeking student. If the Office of Admissions requires a new application, each new application will be reviewed to ensure compliance with this Policy and may be subject to a second or new Prior Conduct Review.

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 Vice President for Student Affairs and Student Success (VP), or designee.
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. **Student Rights and Responsibilities (SRR)**: SRR is the office designated by the VP to review the prior conduct information provided by the applicant and determine if an applicant may be cleared 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 make 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.

C. **Admissions Prior Conduct Review Team (APCRT)**: APCRT is comprised of several faculty and staff members for system wide representation. Applications brought to this team for review may have a history of interactions with the criminal justice system and/or previous conduct at varying educational institutions.

D. **Outcomes**: The SRR/APCRT review may result in one of three outcomes with notification as follows:

1. Cleared for Admission:
   a. SRR/APCRT 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.
   b. SRR/APCRT clears the student for admission consideration with restrictions which may include, but are not limited to:
      i. A probationary period for all or part of enrollment with or without stipulations.
      ii. Restriction on housing, activities and/or employment on campus.
SRR 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. SRR communicates stipulations to the applicant in writing.

2. Not Cleared for Admissions:
   a. SRR/APCRT does not clear the applicant for admission consideration.
   b. SRR notifies both the Admissions Office and the applicant in writing. Applicants can appeal this decision of the SRR/APCRT. Appeals are to be written to the Dean of Students on the USF Tampa Campus, or their designee, within ten (10) business days from the date of the letter they received from SRR. The Admissions Office will make a formal admission decision at the conclusion of the prior conduct review or appeal.

E. 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 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), 11-15-18 (technical)