

**Title:** Convicted Felons and Registered Sex Offenders

Initial Action: August 1, 2018

Board Resolution: 18-036, 21-056

Last Revised:

Policy: September 16, 2021

Procedure: September 16, 2021

Last Reviewed: September 16, 2021

Effective: October 27, 2021

Next Review: September 30, 2024

Responsibility: Student Services

**Scope:** This policy applies to all students.

**Policy:** The College practices an open door admission policy. However, in order to help foster a safe learning environment, the College requires those individuals who have been convicted of a felony and/or who are registered as a sex offender, and who are interested in attending classes at the College, to disclose this information prior to registering for credit or continuing education classes.

Based on the nature of the offense and other factors, the College reserves the right to deny enrollment, revoke admission, limit enrollment and/or restrict activities of an applicant or student. Campus notifications will be initiated as deemed necessary. Failure to disclose a felony conviction and/or sex offender registration status may result in the student being immediately withdrawn from current classes and may result in disciplinary action up to and including dismissal or expulsion, as outlined in the Code of Student Conduct.

**Procedure:** The College requires individuals who have been convicted of a felony and/or who have registered as a sex offender, and who are seeking enrollment at the College, to disclose the conviction and/or sex offender registration status to the Office of Public Safety before the individual registers to take their first course. A public safety officer will complete a report based on an interview with the student. In addition, any student who is convicted of a felony and/or who is registered as a sex offender after enrolling at the college must report this information to the Office of Public Safety within 5 days of the felony conviction or other conviction resulting in registration as a sex offender, whether or not class is in session. Failure to comply will be considered a violation of the Code of Student Conduct and may result in discipline, up to and including expulsion.

1. The Office of Public Safety will inform the Director of Student Life if a student or applicant reports being a convicted felon or registered sex offender. The Director of Student Life will then take the following steps:
  - a. Obtain additional information, as necessary, including information regarding court

records, additional information about the conviction and/or registered sex offender status, and information about the student's or applicant's enrollment and employment history.

- b. Convene a meeting of an Enrollment Review Board to assess safety issues for currently enrolled students, faculty, and staff that might be posed by the individual's enrollment. Based on the nature of the offense and other factors, including but not limited to, the age of the applicant or student at the time any aspect of the criminal history at issue occurred; the time that has elapsed since the underlying offense occurred; and any evidence of rehabilitation or good conduct produced by the applicant or student, the Enrollment Review Board will determine if it is appropriate to deny or limit enrollment and/or restrict activities of the applicant or student. The Board will also determine the extent to which the college community will be notified of the enrollment of a convicted felon or registered sex offender.
- c. Notify the applicant or student to make them aware of any adverse action and/or any campus notifications that will be issued concerning their admission and/or registration. The applicant or student may appeal any adverse action associated with this policy to the Vice President of Student Services and Enrollment Management. The appeal must be initiated within 14 calendar days of the date on the written notification. The appeal must be in writing and explain the reason for the appeal and include any supporting evidence. A written explanation of the appeal decision shall be issued to the applicant or student within 14 calendar days subsequent to the receipt of the written request for appeal.

2. Based on the outcome of the Enrollment Review Board assessment, notifications to the college community will be handled in the following manner:

Level I Notifications

- (1) Vice President of Student Services and Enrollment Management
- (2) Appropriate Campus Vice President(s)/Dean(s)
- (3) Director, Public Safety Department

Level II Notifications

- (1) All Level I notifications
- (2) Faculty teaching classes in which the offender has enrolled

3. All official notifications to the college community shall come from the Vice President of Student Services and Enrollment Management, or designee.
4. Each semester the Director of Public Safety will review new student applicants using the Maryland Department of Public Safety and Correctional Services Sex Offender Registry.
5. Any employee who becomes aware that a registered sex offender is enrolled in classes at the college should report this information to the Director of Student Life or Director of Public Safety.
6. Students who fail to comply with this policy may be immediately withdrawn from their current classes and may be referred for disciplinary action as outlined in the Code of Student Conduct.