

**UNIVERSITY OF WEST FLORIDA**

**NOTICE OF PROPOSED REGULATION-  
REVISED TEXT  
UWF/REG 3.003**

**REGULATION TITLE: UWF/REG 3.003 - Admission of Applicants with Records of Criminal Conduct or of Misconduct at Educational Institutions**

**PURPOSE AND EFFECT:** The purpose and effect of this proposed regulation is to define the procedures for reviewing the admissions applications of individuals with criminal records or records of misconduct at educational institutions and to replace University Policy SA-16.00-06/01.

**SUMMARY:** The proposed regulation will establish standards for reviewing the admissions applications of applicants who have engaged in acts of misconduct at educational institutions or criminal conduct. It advises applicants that the University has a right to deny admission or enrollment to an applicant with a prior history of criminal conduct or misconduct at an educational institution if it is determined that to do so would be in the best interest of the University. The proposed regulation also provides such applicants with an opportunity to request the reasons that they were denied admission and the right to appeal the decision denying admission.

**AUTHORITY:** Florida Board of Governors Resolution dated January 7, 2003; Florida Board of Governors Regulation Development Procedure 7/21/05; Florida Board of Governors Regulation 6.001.

**NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION:** Dr. Deborah L. Ford, Vice President of Student Affairs.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS:** James Felder, Assistant General Counsel; E-mail: [jfelder@uwf.edu](mailto:jfelder@uwf.edu); Phone: (850)474-3420; FAX: (850) 857-6058; Address: Building 10, Room 129, 11000 University Parkway, Pensacola, FL 32514-5750. Any comments regarding the proposed regulation must be sent in writing to the contact person on or before September 5, 2008, in order to receive full consideration.

**THE DATE THIS NOTICE WAS POSTED ON THE UWF BOARD OF TRUSTEES WEBSITE:**

**August 21, 2008**

**THE FULL TEXT OF THE PROPOSED REGULATION IS SET FORTH BELOW:**

**University of West Florida Regulation**  
**UWF/REG 3.003**  
**Admission of Applicants with Records of Criminal Conduct**  
**or of Misconduct at Educational Institutions**  
**REVISED TEXT**

**(1) Introduction**

All UWF applications for admission contain questions related to any criminal conduct by the applicant and any misconduct at previous educational institutions. The University is authorized by Board of Governors regulation 6.001 to deny admission to applicants because of past misconduct. The Dean of Students or his or her designee (hereinafter "Dean of Students") is responsible for reviewing all applications in which a student discloses past misconduct and for determining whether the admission of the applicant will be in the best interest of the University. Misconduct at an educational institution which is subject to consideration includes past actions which have been found to disrupt or interfere with the orderly conduct, processes, functions or programs of a university, college or community college, whether they occur on or off campus.

Applicants who fail to give complete and accurate responses to the conduct section of the admission application may be subject to denial of admission, or if already admitted, may be subject to disciplinary action up to and including expulsion and invalidation of credits or degrees earned.

**(2) Procedure**

The applications of applicants for admission to UWF or to a program of study within UWF, with a record of previous criminal conduct or misconduct at an educational institution will be forwarded to the Dean of Students. The Dean of Students will conduct a conduct review prior to the application being considered by the UWF Admissions office for academic eligibility. Applicants with previous criminal conduct or misconduct at an educational institution will be required to provide additional information to the Dean of Students when his or her application is being considered. This information may include, but is not limited to, copies of criminal disposition records and educational records. The applicant will also be asked to provide information releases if needed. The Dean of Students has the right to deny the application of any applicant who refuses to provide pertinent information or provide access to pertinent information.

The Dean of Students will review all information provided and in making this determination may interview other individuals and may consult with others. In addition, depending upon the nature and severity of the applicant's previous conduct, the Dean of Students may request a personal interview with the applicant. The Dean of Students shall make a determination within 15 days of the date that all necessary information has been received.

**(a) Imposition of Restrictions or Requirements**

The Dean of Students may determine that if certain conditions are placed on the applicant, he or she may be admissible pending an admissions determination by the UWF Admissions office. In such instances, the Dean of Students will condition the applicant's admission on certain restrictions or requirements being in place. Such restrictions or requirements may include, but are not limited to, placing an applicant on disciplinary probation, restricting the applicant from certain areas of the campus, requiring the applicant to participate in periodic counseling evaluations, or requiring the applicant to meet periodically with University personnel.

**(b) Denial of Admission Based Upon Previous Criminal Conduct or Misconduct at an Educational Institution**

The University may deny an applicant for admission if, upon review of all available information, the Dean of Students determines that denial of admission, re-admission or enrollment of the applicant is in the best interest of the University.

Upon written request, applicants who have been denied admission will be furnished with the reason(s) for the denial. Such requests must be made in writing to the Dean of Students within 15 days of the date of the notification of denial of admission.

**(3) Appeal**

An applicant denied admission based on previous criminal conduct or misconduct at an educational institution may appeal in writing to the Vice President of Student Affairs within 15 days of the date of the notification of denial of admission or within 15 days of the date of the communication providing the reasons to the applicant, where the applicant submitted a timely request for reasons. The Vice President of Student Affairs may convene a panel to review the information obtained and to make a recommendation for action.

*Specific Authority BOG/REG. 6.001 History-New \_\_\_\_\_.*