

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

(1) Introduction

- (a) All applicants for admission to the University of West Florida (“UWF” or “University”) or to programs of study within UWF are required to disclose on the admission application prior criminal conduct and prior educational misconduct. The University reviews all applications in which a student discloses misconduct at an educational institution as outlined in subparagraph (1)(b) and/or in which a student discloses prior criminal conduct as outlined in subparagraph (1)(c) to determine whether the admission of the applicant is in the best interest of the University.
- (b) Misconduct at a previous educational institution which must be disclosed by applicants includes behavioral misconduct (such as fighting) and academic misconduct (such as plagiarism or cheating on an exam) whether it occurred on or off campus. For purposes of this requirement, misconduct includes conduct that resulted, or if still pending, could result in probation, suspension or expulsion from an educational institution but does not include conduct which resulted in or could result in only high school level detention. Misconduct at a previous educational institution does not include academic dismissal, suspension or probation that was due entirely to poor grades.
- (c) Criminal conduct which must be disclosed includes all felony and misdemeanor convictions and any driver’s license revocation or suspension, regardless of the jurisdiction. This includes cases in which the applicant pled *nolo contendere* and also cases in which adjudication was withheld. Applicants are also required to disclose any pending criminal charges. Applicants are not required to disclose a conviction or charges which were expunged or sealed by the court. Applicants are not required to disclose traffic citations which result only in a fine.

(2) Incomplete Information.

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 or invalidation of credits or degrees earned.

(3) On-Going Duty to Disclose

The duty to disclose misconduct at an educational institution and criminal conduct is an on-going one. Therefore, students have a continuing duty to report such conduct to the Office of Admissions or the Graduate School, as applicable, until they have registered for classes.

#### (4) Procedure

- (a) Applications for admission to UWF, or to a program of study within UWF, submitted by applicants indicating a record of previous misconduct at an educational institution or criminal conduct will be reviewed on a case-by-case basis by the University. These applicants will be required to provide additional information to the University for consideration. This information may include, but is not limited to, copies of criminal disposition records, background checks and screenings and educational and disciplinary records. These applicants may also be asked to provide information releases.
- (b) In conducting this review, the University may interview the applicant and other individuals, and may consult with others.
- (c) All information requested of the applicant must be received by the University at least 30 days in advance of the first day of the semester. Where the requested information is furnished after 30 days in advance of the first day of the semester by or on behalf of an applicant, an undergraduate applicant may request a term change so that his or her application will be considered for the following semester.
- (d) The University shall make a determination within 30 days of the receipt of all requested information.
- (e) The University has the right to deny admission to any applicant who refuses to provide pertinent information and/or to provide access to pertinent information.
- (f) The University may convene a panel to review the information obtained and assist in making a determination regarding admission.
- (g) Imposition of Restrictions or Requirements

The University may determine that an applicant may be admitted with certain conditions, assuming he or she is academically qualified for admission. In such instances, the University 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 campus, prohibiting the applicant from living in University housing, requiring the applicant to participate in periodic counseling, or requiring the applicant to meet periodically with University personnel.

#### (5) Denial of Admission

The University may deny an applicant admission if, upon review of all available information, it is determined that denial of admission or re-admission of the applicant is in the best interest of the University.

(6) Appeal

An applicant denied admission based on previous misconduct at an educational institution and/or previous criminal conduct may appeal in writing to the Vice President for Student Affairs within 15 days of the date of the notification of denial of admission. The Vice President for Student Affairs may designate another individual to review the matter and either the Vice President or designee may convene a panel to review the information obtained and to make a recommendation for action. The decision of the Vice President for Student Affairs or designee is final.

*Authority BOG/REG 6.001; History-New 4/22/2009. Amended 3/25/11.*