

## **Procedures for Policy 2203**

### **1.1. Refusal of Admission Based on Another College's Threat Determination**

- 1.1.1. If a student with an XTA applies to TCC, the individual will receive a message indicating they need to contact the Dean of Student Life and Conduct.
- 1.1.2. Any student services office contacted by such an applicant shall check SIS to determine if an XTA service indicator has been placed on the applicant's account. If the indicator has been placed on the applicant's account, they will be referred to the Dean of Student Life and Conduct who will refer the matter to the college's Threat Assessment Team per Policy 1301. The Threat Assessment Team will review the applicant's record, including contacting the college that placed the XTA indicator on the student's account to obtain details of the situation, and make a recommendation to the Dean of Enrollment Management regarding whether to admit the individual to TCC. The Dean of Enrollment Management shall send the applicant a decision letter within two (2) working days of the decision.

### **1.2. Revocation of Admission Based on Another College's Threat Determination**

- 1.2.1. The Dean of Enrollment Management will regularly run reports to identify any students admitted to TCC who have an XTA service indicator on their account and if any were admitted.  
  
In the event that such an admitted student is identified, the Dean of Enrollment Management will notify the Vice President for Student Affairs and Dean of Student Life and Conduct.
- 1.2.2. When an individual with the XTA service indicator from another VCCS college has been admitted and becomes known to TCC, the Dean of Enrollment Management will refer the individual to the Threat Assessment Team per college policy 1301. The Threat Assessment Team will contact the other college to obtain details of the situation that led to the XTA service indicator. If warranted, the Threat Assessment Team will make a recommendation to revoke the individual's admission to the Dean of Enrollment Management. The Dean of Enrollment Management will ensure due process is afforded as outlined in the Conduct Guidelines published in the college's *Student Handbook* if the student has enrolled in one or more credit courses.

### **1.3. Revocation of Admission Based on TCC's Threat Determination**

- 1.3.1. When TCC dismisses a student for posing a threat, being a potential danger, or for being significantly disruptive, the Dean of Student Life and Conduct shall place an XTA service indicator on the student's record(s) in the SIS to prohibit the student from being automatically admitted to another VCCS college.

4.3.2 The Dean of Student Life and Conduct shall also place a “misconduct dismissal” notation on the student’s official academic record. The student shall be notified of the service indicator and notation via a written dismissal letter sent by the Dean of Enrollment Management.