



# POLICY AND PROCEDURE

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| <b>TITLE:</b> | <b>Admission of Sex Offenders</b> |
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## **POLICY STATEMENT:**

Goodwin University does not accept applicants that are convicted felons on the CT State Registry for Sex Offenders due to the close proximity of schools located on campus.

## **PROCEDURE DETAILS:**

All applicants are required to indicate a felony conviction on the Goodwin University application for admission. If an applicant indicates "Yes" to having a felony conviction, the Enrollment Coordinator will email the Director of Enrollment and the Assistant Vice President (AVP) of Enrollment with a copy to the Admissions Officer on record that the Applicant has checked Yes to having a felony on the Admission Application. Both the Director of Enrollment and the AVP of Enrollment will check the CT Sex Offender Registry and include the name and address of the Applicant. If the Applicant is confirmed as listed on the Registry, the Enrollment Coordinator will send out a letter of non-acceptance to the University. In Slate, a new Interaction is created to designate that the person on record is on the Sex Offender Registry. A watch flag will be created on their record. If the Applicant is not on the Registry, a new Interaction in Slate will be created to reflect the Applicant is Not on the Registry. Additionally, the applicant is provided the Notice to Applicants with a Felony Record which outlines specific programs that may have specific restrictions regarding individuals with felony records. The applicant is required to sign the form and is provided a copy (the original is placed in the enrollment file).

## **PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):**

☐ UNIVERSITY CATALOG

☐ STAFF HANDBOOK

☐ FACULTY HANDBOOK

☐ STUDENT HANDBOOK

## **DEFINITIONS:**

NA

## **EXCLUSIONS:**

NA

## **OFFICES DIRECTLY AFFECTED BY THE POLICY:**

Office of Admissions, Assistant Vice President for Enrollment and Director for Admissions. Office of Human Resources, Director of Compliance and Title IX Coordinator. Office of Academics.

**HISTORY:**

Created March 2016

Approved March 2016

Reviewed March 2018

Reviewed September 2019

Updated with new logo / University January 2020

Revised July 2025

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|-----------------------------------------------|----------------------------------------------------------------|
| <b>EFFECTIVE<br/>DATE:</b>                    | July 2025                                                      |
| <b>RESPONSIBLE<br/>OFFICE<br/>(ONLY ONE):</b> | Office of Admissions, Assistant Vice President for Enrollment. |
| <b>REVIEW<br/>DATE:</b>                       | Annually                                                       |