



SUNY ADIRONDACK

Policy Title: Student Felony Reporting in Covered Activities
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Effective Date: 12/7/20
Category: Student Affairs
Responsible Office: Student Affairs

This policy applies to: Employees, Adirondack Housing Association employees
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Summary:

This policy was developed per SUNY Policy #3200: Admissions of Persons with Prior Felony Convictions, which prohibits individual SUNY campus admission applications from inquiring into an applicant's prior criminal history; and prohibits SUNY campuses from inquiring into a student's prior criminal history unless the student seeks campus housing or participation in clinical or field experiences, internships or study abroad programs.

Policy:

Higher education plays a critical role in promoting good citizenship, expanding economic opportunity and improving the quality of community life. It is in the interest of the College to facilitate the admission of individuals with previous criminal convictions because improved access to higher education can enhance public safety by reducing recidivism and facilitating successful reintegration into society. Such efforts must be balanced with reasonable actions to protect the safety of the campus community. In view of the foregoing, it is the policy of the College that:

1. SUNY Adirondack's application for admission will not inquire about an applicant's prior criminal history.
2. After a student has been accepted for admission to SUNY Adirondack, they will be asked to disclose prior felony conviction(s) only when they seek campus housing or enrollment in clinical or field experiences, internships, or study abroad programs.

Definitions:

College. Use of this term explicitly refers to Adirondack Community College and/or the College's acceptable short name, SUNY Adirondack.



Other Related Information:

Student Handbook

[https://www.sunyacc.edu/student handbook.pdf](https://www.sunyacc.edu/student%20handbook.pdf)

Academic Policy: Student Felony Reporting in Covered Activities

<http://catalog.sunyadk.com/content/felony-reporting-covered-activities>

SUNY Policy #3200: Admission of Persons with Prior Felony Convictions [July 2017]

http://www.suny.edu/sunypp/documents.cfm?doc_id=846

SUNY Board of Trustees Resolution Regarding Admission of Persons with Prior Felony Convictions [September 2016]

[http://www.suny.edu/about/leadership/board-of-trustees/meetings/Admission of Persons with Prior Felony Convictions.pdf](http://www.suny.edu/about/leadership/board-of-trustees/meetings/Admission%20of%20Persons%20with%20Prior%20Felony%20Convictions.pdf)

Processes and Procedures:

Notification to Students:

1. Prior to course registration all accepted students will be required to acknowledge the mandatory *Felony Conviction Notification Agreement*, which serves to inform each student about SUNY Policy #3200 and their responsibilities in relation to disclosure of felony conviction(s) when seeking campus housing or enrollment in clinical or field experiences [which may include non-academic overnight trips sponsored by SUNY Adirondack, i.e. athletic or other extra-curricular activities], internships, or study abroad programs.
2. Students who register for courses that are classified as clinical or field experiences, internships, or study abroad programs will receive an email notifying them of the requirement to complete a *Request for Supplemental Information Regarding Felony Conviction Form*, which serves to have the student disclose whether or not they have any prior felony conviction(s). Completion of this form will be required in order to remain registered in the course(s) that require felony disclosure(s).

Student Reporting Options:

1. Students will have access to complete the *Felony Conviction Reporting Requirement Form* in Self-Service Banner, allowing both optional disclosure of felony convictions at any time and mandatory completion of the form when requesting participation in covered activities.
2. A required question regarding disclosure of felony conviction(s) will be included on the housing application.
3. A required question regarding disclosure of felony conviction(s) will be included on non-matriculated registration form in Slate.

Collection of Data:

1. Student responses to the felony question will be stored in the Student Information System (SIS).
2. The names of all students who disclose prior felony conviction(s) will be sent to the Dean for Student Affairs.



Outreach to Students:

1. Students who optionally disclose a prior felony conviction(s), and have not sought access to campus housing or enrollment in clinical or field experiences, internships, or student abroad programs, will receive an informational communication from the Dean for Student Affairs.
2. Students who disclose a prior felony conviction(s), and have sought access to campus housing, or enrollment in clinical or field experiences, internships, or student abroad programs, will receive an instructional communication from the Dean for Student Affairs requesting timely submission of information [see below].
3. A student found in violation of this policy may immediately be discharged from campus housing, clinical/field experiences, internships or study abroad programs.

Felony Reporting Work Group

The Felony Reporting Work Group will review the specific prior felony conviction disclosure in relation to the request for access to campus housing, or enrollment in clinical or field experiences, internships or study abroad programs, and will determine any conditions to be placed on such access. New York State Corrections Law [sections 750, 752 and 753] forbids discrimination against individuals previously convicted of criminal offenses. As a result, the Work Group must carefully evaluate the relevance of an individual's previous felony convictions to the activities/services requested consistent with the legal standards articulated in NYS Corrections Law. To facilitate this evaluation, the Work Group shall request the following from each student who has disclosed a prior felony conviction(s) and has sought access to campus housing or enrollment in clinical or field experiences, internships, or study abroad programs:

1. The specific details on all prior felony conviction(s) and date(s) of occurrence by submitting the *Request for Supplemental Information Regarding Felony Conviction Form*;
2. For students in parole or probation status, references from the Department of Correctional Services Division of Parole or the Office of Probation and Correctional Alternatives, including the name and addresses of parole or probation officer(s). Parole and probation official(s) should be questioned as to whether the individual's admission as a student or participation in the activity(s)/service(s) requested (a) are consistent with the student's parole or probation conditions; and (b) would pose a threat to the safety of the campus community;
3. If desired by the Work Group, a personal interview may be conducted to either clarify or verify information.

The Felony Reporting Work Group will render a decision to either grant or deny the student's participation in the covered activity or to grant such participation subject to conditions and will communicate the decision directly to the student. The Dean of Student Affairs is responsible for monitoring conditions of participation in covered activities. All information will remain confidential and will be maintained in a secure, confidential manner with access restricted to Work Group members and other staff with a business need for such information. Records will be kept on file in the Office of the Dean for Student Affairs for six years after graduation or six years after last date of attendance.

All decisions rendered by the Work Group will be final unless a student appeals, in writing, to the Vice President for Administrative Services and Treasurer within ten business days of the Work Group's decision. The Vice President for Administrative Services and Treasurer, after receipt of such appeal, shall make a final determination in the matter within fifteen business days from the date that the written appeal is submitted.



Work Group Members:

- Dean for Student Affairs, Chair
- Associate VP for Academic Affairs
- Director of Public Safety
- Health Sciences Division Chair

The Work Group will have ad hoc meetings as necessary always within two weeks of receipt of a student's documentation or two weeks prior to the start of classes to review pending cases. The College President has designated the Dean for Student Affairs as the campus official to act as the SUNY Adirondack liaison with the NYS Department of Corrections and Community Supervision Division of Parole, the NYS Department of Probation and Correctional Alternatives, and the local parole and probation office(s).

Timeline:

All information must be submitted to the Felony Reporting Work Group at least two weeks prior to the start of classes in order to guarantee course registration and housing decisions.

Forms:

N:/Forms and Applications/Student Affairs/Request for Supplemental Information Regarding Felony Conviction

[N:/Forms and Applications/Student Affairs/Request for Supplemental Information Regarding Felony Conviction.pdf](#)

Authority:

Authority to Approve: Vice President for Enrollment and Student Affairs

Responsible for Oversight: Dean for Student Affairs

History:

This is the first policy regarding student felony reporting in covered activities. This policy was approved by the President on 11/12/20.

Review:

Annually in May.

Appendices:

None
