POLICY TITLE: Admissions of Persons with Prior Felony Convictions or Disciplinary Dismissals

OVERVIEW: The State University of New York (University) policy requires applicants for admission to report whether they have been convicted of a felony or have been dismissed from an institution of higher education for disciplinary reasons. Applications from such candidates must be reviewed by a campus review committee.

OFFICE/DEPARTMENT RESPONSIBLE: Admissions

POLICY
The University-wide application for admissions to campuses of the University contains a question regarding whether the applicant previously has been convicted of a felony or dismissal from an institution of higher education for disciplinary reasons. It is the policy of the University that such a question be included in applications for both undergraduate and graduate admissions, full-time and part-time, by campuses processing local applications or not participating in the Application Service Center (ASC).

Campus Admissions Review

New York State Corrections Law [Sections 750, 752 and 753] forbids discrimination against individuals previously convicted of criminal offenses. However, University counsel advises that the law allows an institution to deny admission to an applicant based on prior criminal convictions where such admission would involve an unreasonable risk to property or would pose a risk to the safety or welfare of specific individuals or the public. Campus policy includes procuring appropriate information related to previous criminal and incarceration records and obtaining recommendations from corrections officials and, at times, current employment or educational supervisors. The College at Brockport utilizes a standing committee to review applicants who affirm that they have either been convicted of a felony or been dismissed from a college for disciplinary reasons.

The campus review committee is comprised of the following individuals: Senior and/or Executive level staff from Enrollment Management and Student Affairs, the Director of Admissions or designee along with professional staff in Student Affairs, Counseling, and University Police.

The purpose of the campus committee is to review appropriate information and decide whether an applicant with a felony conviction or disciplinary dismissal from an institution of higher education should be admitted. If admitted, the conditions of admissibility must also be decided; for example, eligibility for on-campus housing and counseling services.
The campus review committee may request the applicant to provide the following information:

- The specifics of the felony conviction or disciplinary dismissal such as background, charges filed and date of occurrence. Appropriate releases may have to be executed by the applicant for receipt of criminal history information or educational disciplinary records;
- For applicants with felony convictions, references must be provided from the Department of Correctional Services, Division of Parole, including the name and addresses of parole officers. For those currently in parole status, the committee should obtain the conditions of parole and determine if the campus environment affords compliance. Parole officials should be questioned as to whether the applicant would pose a threat to the safety of the campus community.
- A personal interview to either clarify or verify information may be necessary.

Admissions Procedures for Persons with Prior Felony Convictions

The following procedures listed below govern procedures for students seeking admission to The College at Brockport and have a prior felony conviction:

- All students must complete an Admissions application (full-time and part-time matriculated). Include copies of all academic information such as high school transcripts or GED. Non-matriculated students must complete the appropriate form as provided by the Records Office.
- If convicted of a felony, student must disclose this information and check appropriate box on the application. This is completed by the applicant checking “Yes” on the question “Have you ever been convicted of a felony?”
- Staff will input application and note administratively the student has a prior felony conviction. This then triggers a cover letter to the student indicating The College at Brockport has received their application for admission and they noted they have been convicted as a felon. The letter outlines the steps needed to complete processing of the application which includes: completion of supplemental forms to be completed and returned directly to the office of admissions. The letter states that failure to provide a complete and accurate statement is grounds for denial of admission. The letters are for a:
  - Student indicating that they have been convicted of a felony
  - Student indicating that they have been dismissed and/or suspended from a higher education institution for disciplinary reasons
  - Student indicating that they have been dismissed and/or suspended from a high school for disciplinary reasons
  - Student indicating that they have been convicted of a felony AND dismissed/suspended from a high school OR a college for disciplinary reasons.
- All areas of the Supplemental Information Form must be completed. Areas to be addressed in the Supplemental Information form pertaining to prior conviction of a felony includes:
  - Name, Social Security Number, and Date of Birth
o Stating the nature of the crime(s) for which the student was convicted. Student is required to disclose whether they were or are presently on parole/probation, date(s), and the length of the sentence.
o Students are asked as to whether they have been convicted on other criminal charges, and, if applicable, to list the conviction(s) in chronological order with the date(s), and date(s) of incarceration, if applicable.
o Students are required to disclose the name of their parole/probation officer, county and/or state of jurisdiction, and any other information so that it permits the ability to contact this individual to verify information. Information requested of students parole/probation officer includes: name, title, address and phone number.
o Students are also asked to provide any additional information that they would like the Campus Review Committee to consider when reviewing their application for admission.
o All of this pertinent information is returned directly to the office of Undergraduate Admissions.

- As part of the supplemental documentation requested from students they must complete an authorization for release of information which includes a request for their signature, date, date of birth, social security number, witness, and the witness date.
- Once all complete materials are received by the Office of Admissions, the Director of Admissions reviews materials to determine if all items are in order.
- The Director of Admissions then contacts the Chief of the University Police who contacts the applicant’s Probation/Parole Officer for additional input.
- All of the materials are then presented to review panel that consists of the following members: Senior and/or Executive level staff from Enrollment Management and Student Affairs, the Director of Admissions along with professional staff in Student Affairs, Counseling, and University Police. This campus review committee will review all documents and supporting documentation.
- The College at Brockport reserves the right to schedule an interview with the applicant to determine any special educational, financial, or personal needs.
- After the interview process is complete, the Director of Admissions will review all materials pertaining to applicant’s admission and contact the applicant regarding the review panel’s decision.
- Applicants who have been convicted of a felony offense, who meet the College at Brockport admissions qualifications, may be accepted with certain conditions that will be determined on a case-by-case basis and delineated in the students accept packet.
Admissions Procedures for Persons with Disciplinary Issues

- Complete an Admissions application (full-time and part-time matriculated). Include copies of all academic information such as high school transcripts or GED. Non-matriculated students must complete the appropriate form as provided by the Records Office.

- If involved in a disciplinary related issue and dismissed from a higher education institution, student must disclose this information and check the appropriate box on the application.

- Staff will input application and note administratively the student has been dismissed and/or suspended from a higher education institution for disciplinary reasons. This then triggers a letter to the student which indicates The College at Brockport has received their application for admission and they noted on their application they have been dismissed and/or suspended from a higher education institution. The letter outlines the steps needed to complete processing of the application which includes: completion of supplemental forms to be completed and returned directly to the office of admissions. The letter states that failure to provide a complete and accurate statement is grounds for denial of admission. The letters are for a:
  - Student indicating that they have been dismissed and/or suspended from a higher education institution for disciplinary reasons
  - Student indicating that they have been dismissed and/or suspended from a high school for disciplinary reasons
  - Student indicating that they have been convicted of a felony AND dismissed/suspended from a high school OR a college for disciplinary reasons.

- All areas of the Supplemental Information Form must be completed. Areas to be addressed in the Supplemental Information form pertaining to dismissal or suspension from high school or college for disciplinary reasons.
  - Name, Social Security Number, Date of Birth
  - Describe the nature of the offense that led to the dismissal from the educational institution.
  - Listing any penalties resulting from this incident (i.e. fines, legal action, letters of reprimand, etc.)
  - Students are required to disclose the name of the person(s) at the previous educational institution so that it permits the ability to contact this individual. Information requested of students includes the name of the educational official, their title, address, and phone number.
  - Students are also asked to provide any additional information that they would like the Admissions Committee to consider when reviewing their application for admission.
  - All of this pertinent information is returned directly to the office of Undergraduate Admissions.

- As part of the supplemental documentation requested of the student there is an authorization for release of information that is sent to the student for their signature, date, date of birth, social security number, witness, and the witness date.