



(PROCEDURE)

Procedure	Ex-Offender Procedure	Procedure No.:	AA4008.1
Authority:	SUNY Broome Community College Board of Trustees		
Procedure Owner:	VP Academic Affairs	Responsible Party:	<i>Director of Admissions</i>
Approved:	May 14, 1990		
Revised:	December 14, 1994 November 27, 2002 February 14, 2023		

Purpose

This policy is intended to ensure that the College's admission decisions are based upon sufficient information and are rendered in a manner consistent with applicable law and State University of New York standards.

Statement of the Procedure

State University of New York (SUNY) policy prohibits SUNY Broome admissions from inquiring into an applicant's prior criminal history. The policy states that, after acceptance and before registration, the College shall inquire if students would like to request additional information regarding program or course selection in respect to a previous felony.

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of certain academic programs and/or to meet licensure requirements for certain professions. Additional limitations may also be applied if students with prior felonies seek:

- On-campus housing
- Participation in clinical or field experiences
- Participation in internships
- Participation in study abroad programs

A student who requests guidance in relation to a prior felony conviction is not automatically barred from participation in any course or activity. Students will instead be requested to submit information regarding the prior felony conviction to a standing review committee at SUNY Broome

Upon request for guidance, the committee shall collect and review the following types of information:

- An official criminal history record from the NYS Division of Criminal Justice Services, or the equivalent document for jurisdictions outside of New York State
- If currently on parole or probation status, references from the NYS Department of Correctional Services Division of Parole or the Office of Probation and Correctional Alternatives.
 - These reports/references shall include the name and addresses of parole or probation officers.
 - References must specifically acknowledge participation in the activities/services requested are consistent with the student's parole or probation conditions and will not pose a threat to the safety of the campus community.

Specific SUNY Broome majors may pose additional challenges in obtaining field experiences, internships, or licensing for individuals with prior criminal convictions.

After reviewing all available information, a representative from the review committee will contact the student to address concerns regarding participation in specific courses and activities.

Participation may only be denied if it would pose an unreasonable risk to property or the safety or welfare of specific individuals or the general public. The decision of the committee is final and is not subject to appeal or further review.

Discrimination Policy

SUNY Broome Community College offers admission to the College and opportunities in any aspect of the College's business regardless of the applicant's race, sex, color, creed, age, national origin, disability, marital status, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era.

To whom it applies:

The Office of Admissions at SUNY Broome Community College

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Revised</i>	01242022	BR	<i>Staff Associate for Enrollment Management</i>