



Office of Enrollment Management

New SUNY Policy for Students with Prior Felony Convictions
Criminal History Form – Study Abroad Programs

As outlined in the Notice regarding New SUNY Policy for Students with Prior Felony Convictions, State University of New York (SUNY) policy prohibits the College’s admission applications from inquiring into an applicant’s prior criminal history. However, after acceptance, the College is required to inquire if a student previously has been convicted of a felony if the student seeks participation in clinical or field experiences, internships or study abroad programs. The information required to be disclosed under SUNY policy regarding felony convictions will be reviewed by a standing College committee consistent with the legal standards articulated in the New York State Correction Law.

You must complete and return this form to the College’s Office of Enrollment Management before you will be permitted to participate in a Study Abroad Program through the College. Please note that a failure to timely submit this form and, if required, follow-up documentation may delay or preclude participation in the covered program or activity.

Completed forms must be returned to the College’s Office of Enrollment Management. You can return the form by email to coursereviewapproval@sunysuffolk.edu or by mail to Joanne Braxton, College Dean of Enrollment Management, Suffolk County Community College, 533 College Road, Selden, NY 11784.

Student Name: _____ **Student ID#:** _____

Mailing Address: _____
Number & Street or P.O. Box # City State Zip Code

Telephone Number: _____ **Degree/Certificate Program:** _____

Study Abroad Program: _____

You are required to answer the following question:

Have you ever been convicted of a felony? Yes No

If you answered yes, you will receive additional information concerning the committee review process.

I declare that all information on this form is true to the best of my knowledge.

Signature

Full name (printed)

Date

**Notice Regarding New SUNY Policy for Students with Prior Felony
Convictions Summer 2019**

State University of New York (SUNY) policy prohibits the College's admission applications from inquiring into an applicant's prior criminal history.

However, **after acceptance, the College is required to inquire if a student previously has been convicted of a felony if the student seeks participation in clinical or field experiences, internships, or study abroad programs.**

First, please allow us to emphasize that **a student who discloses a prior felony conviction is not automatically barred from participating in a Study Abroad program.**

All applicants for Study Abroad programs MUST complete the enclosed above Criminal History Form and return this form **by mail or email** to the College's Office of Enrollment Management as outlined on the form, or **hand it in in a sealed envelope during Program Orientation.**

Do not return the Criminal History Form to the Study Abroad Office.

The information required to be disclosed by students under SUNY policy regarding such felony convictions will be reviewed by a standing College committee consistent with the legal standards articulated in the New York State Correction Law. This review must take place before a student can participate in Study Abroad.

Please note that a failure to timely submit this form and, if required, follow-up documentation may delay or preclude participation in Study Abroad. We encourage you to return the completed form as soon as practicable but no later than May 13th, 2019.

If you have any questions about the Criminal History Form, please contact Joanne Braxton, the College Dean of Enrollment Management at (631) 451-4160.