

Enrollment of Students with Prior Felony Convictions into Experiential Programs

In accordance with the State University of New York's updated guidance on the policy regarding the [Admission of Persons with Prior Felony Convictions Policy #3200](#), "Where a student is applying to participate in a clinical or field experience, or internship placement, that requires a criminal history check as a condition of participation, campuses may only inquire if the student has a prior felony conviction at the point in time permitted by law, typically after an initial placement interview or after a conditional offer of placement". Therefore, accepted students who intend to major in any of the programs listed below may be required to disclose to the College any previous felony convictions.

The following academic programs may require an internship, clinical, field experience and therefore may be subject to the [Admission of Persons with Prior Felony Convictions Policy](#).

Public & Human Services

- Chemical Dependency Practitioner - internship
- Criminal Justice (AAS) - internship (optional)
- Criminal Justice: Law Enforcement (AAS) - police academy
- Criminal Justice: Law Enforcement Certificate - basic training
- Coaching Certificate - internship
- Fire Protection Technology - fire academy
- Human Services - internship
- Liberal Arts & Sciences: Adolescence Education - observation hours
- Liberal Arts & Sciences: Childhood Education - observation hours
- Liberal Arts & Sciences: General Studies Childhood Education (Jointly Registered with SUNY Oneonta) - observation hours
- Recreation and Leisure - internship

Health Sciences

- Nursing - clinicals
- Radiologic Technology - clinicals
- Respiratory Care - clinicals
- Surgical Technology - clinicals
- Health Information Technology - internship
- Nutrition & Dietetics - shadowing encouraged

- Health Sciences - shadowing encouraged

Business and Hospitality

- Administrative Assistant – internship (optional)
- Baking and Pastry Arts Management – internship
- Business: Accounting – internship (optional)
- Business Administration (AAS) – internship
- Chef Training certificate - internship
- Culinary Management – internship
- Food Service Administration: Restaurant Management – internship

If you are accepted into a program with experiential courses and apply to participate in a clinical or field experience, or internship placement, that requires a criminal history check as a condition of participation, you **must** disclose at the point in time permitted by law.

Please use this disclosure form: [Prior Felony Disclosure Form](#)

Note: Prior felony conviction may hinder a student's ability to complete the requirements of the academic programs listed above and/or meet the criteria for licensure required by certain professions.

All disclosure will be reviewed by the felony committee. After evaluating all information submitted, the campus standing committee will decide whether to grant or deny the student's participation in the activity required by that program (clinical, field experiences, or internship) or to grant such participation with conditions. In the event the student fails to timely submit the requisite information for review, the campus committee may defer decision on the student until all necessary information is received and reviewed.

Students who have concerns about such matters are advised to contact the program administrator for the schools listed below.

[Public & Human Services](#)

[School of Health Science](#)

[School of Business & Hospitality](#)