

# College Manual of Policies and Procedures

<b>Title: Admissions Office Procedures for Ex-Offenders</b>	<b>Number: 100.1</b>
<b>Section: Academic Administration-Academics</b>	<b>Adopted: Revised: Edited:</b>

## POLICY

### ADMISSIONS OFFICE PROCEDURES FOR EX-OFFENDERS

State law prohibits discrimination against those previously convicted of criminal offenses (New York State Correction Law, Section 750 et seq.). However, the law specifically allows an institution the ability to deny an application for admission based on an individual's prior conviction, where the admission "would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public." (Section 752).

Convicted felon applicants who apply for credit courses at Cayuga Community College, are reviewed based on the documents outlined below, and according to the following procedures:

1. Above all other requirements, the applicant must be academically admissible to the College.
2. The applicant should be a member in good standing in the community for at least 18 months before the Ex-Offender Admissions Review Committee will review his/her application. The duration may be lessened or waived based upon the seriousness of the applicant's offenses(s).
3. The Office of Public Safety requests the applicant to complete and return the enclosed release of information form. This form must provide the name and address of the ex-offender's Parole/Probation Office, and contact information for his/her Parole/Probation Officer (or other designated appropriate official). This form must be signed and notarized and mailed to the Office of Public Safety. This form cannot be faxed.
4. A recent copy of the full criminal record (obtained within the last 6 months) must be provided, including a complete history of convictions, dates, type of crime, and length of sentence. If the felony conviction occurred in New York State, a copy may be obtained by contacting the New York State Division of Criminal Justice Services at 1-800-262-DCJS.
5. The applicant, through a detailed narrative essay, should document the nature of the felony offense(s) and what he/she has learned during his/her sentence.
6. The applicant must submit two letters of recommendation mailed (not faxed) directly from the reference: one from his/her parole/probation officer or related official; and the second recommendation should be from a counselor, current employer, a professor from any academic institution attended since release, or any person directly involved with rehabilitation. Certificates demonstrating participation in and completion of growth interventions (i.e. anger management, time management, etc.) should be included.

7. The Office of Public Safety will review the completed information release form, copy of the criminal record, candidate's narrative essay, and letters of recommendation. If further action is required, the Office of Public Safety will contact the relevant people to obtain available documentary evidence regarding the applicant's felony record. **A final decision on the applicant's admissibility rests with the Ex-Offender Review Committee.**

8. The Committee reserves the right to request any other information it deems necessary to make a complete evaluation of the applicant.

**9. Falsification or misrepresentation of any information warrants immediate annulment of admission and dismissal from Cayuga Community College.**

10. The Ex-Offender Offender Review Committee is chaired by the Director of Public Safety and includes Director of Student Development and the Director of Admissions.

11. Attached to this document is a list of crimes defined by New York State Law as a Violent Felony Offenses. However, this list does not preclude the College from considering other crimes and circumstances which may affect the safety of the campus community and the applicant's suitability to rejoin the Cayuga Community College community.

**Cayuga Community College  
Office of Public Safety**

**Authorization For Release of Information**

I, \_\_\_\_\_, \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
First , Middle, Last Name (Print) Social Security Number Date of Birth

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Authorize the release of my parole, disciplinary or related records to Cayuga Community College, Office of Public Safety.

**Convicted of a Felony:**

\_\_\_\_\_  
Parole / Probation Office  
or appropriate office

\_\_\_\_\_  
Name of Parole / Probation Officer  
or appropriate official

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
( )  
Phone Number

\_\_\_\_\_  
City, State, Zip

**Dismissed from a College / University due to disciplinary reasons:**

\_\_\_\_\_  
College / University

\_\_\_\_\_  
( )  
Phone Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Years Attended

\_\_\_\_\_  
City, State, Zip

**This form must be notarized and mailed with original signature to Cayuga Community College – Office of Public Safety – 197 Franklin St. – Auburn, New York 13021**