



PO Box 2000
Cortland, NY 13045-0900
607-753-2011

ALL STUDENTS

Prior Felony Inquiry (PFI) Form

You should only complete this form when you have been directed to do so by your advisor or an academic department.

The SUNY Board of Trustees voted to “ban the box” from the SUNY general application, revising a SUNY policy that previously required student applicants to declare prior felony convictions as part of the admission process. This follows the national “Ban the Box” movement, which seeks to remove felony convictions from admissions criteria, and provide a path forward by eliminating barriers to higher education for individuals who may have had prior convictions.

As a result, SUNY Cortland is required to inquire if you have a prior felony conviction after you have been accepted for admission, and only if you seek to participate in certain clinical / field experiences or internships. This form may be required each time you register for a covered clinical / field experience or internship.

- This form is not used by students enrolled in teacher certification programs. The Teacher Education Candidate Review Committee (TECRC) maintains the process for those programs.
- This form is not used for study abroad programs (SAB), who collect this data as part of the study abroad application or as part of subsequent agreements.
- This form is not used for courses that are managed by Career Services (for example any CPV course), since this data is collected as part of the internship application or as part of subsequent agreements.

A ‘yes’ response will not automatically preclude you from participating in the activity. Students who have a prior felony will be confidentially referred to the campus review committee that is appointed by the President.

Name and Contact Information:

NOTE: SUNY Cortland will use your mailing addresses on file to communicate with you by mail if required.

Name: _____ Cortland ID: C00 _____

Current Phone: _____ Cortland Email: _____

Course Information:

CRN _____ Subject: _____ Number: _____ Section: _____ Title: _____

Please Select One:

____ I have never been convicted of a felony.

____ I have been convicted of a felony and NOT EVALUATED through the campus review committee

____ I have been convicted of a felony, and evaluated and approved through the campus review committee.

Signature: _____ Date: _____

CONFIDENTIAL MATERIAL

Please route this form as directed by the department, faculty member or advisor you are working with.

This form should not be submitted directly to the Student Registration and Records Office by a student.