

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 300.00.26	<b>Page</b> 1 of 5
	<b>Original Effective Date:</b> 07/19/01	<b>New Effective Date:</b> 10/23/23
	<b>Supersedes:</b> 300.00.26	<b>Dated:</b> 05/06/15
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator - 10/03/23	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> <b>PIOC</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Non-DOC Postsecondary		

**POLICY**

The Division of Adult Institutions shall maintain a process to screen and approve Non-DOC Postsecondary courses that further a PIOC education or support his or her personal enrichment.

**REFERENCES**

Wisconsin Statutes s. 15.945(1) – Educational Approval Board

Wisconsin Administrative Code s. DOC 303.36 – Enterprises and Fraud

Wisconsin Administrative Code s. DOC 309.05 – Publications

Wisconsin Administrative Code s. DOC 309.45(1) – Inmate Funds and Canteen - Purpose

Wisconsin Administrative Code s. DOC 309.49(6) – Disbursement of General Account Funds

DAI Policy 309.20.03 – Inmate Personal Property and Clothing

**DEFINITIONS, ACRONYMS AND FORMS**

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-1117 – Non-DOC Postsecondary Course Screening

GED – General Equivalency Diploma

HSED – High School Equivalency Diploma

PIOC – Persons in our Care

**PROCEDURE****I. Non-DOC Postsecondary Course Description**

- A. Courses PIOC enroll in having one or more of the following components:
1. Self-paced or at the direction of a non-DOC employed or contracted instructor.
  2. Limited instructor contact.
  3. Proctored by an education or chaplain designee.
  4. Assignments are received from the instructor; and assignments are returned to the PIOC.

<b>DAI Policy #:</b> 300.00.26	<b>New Effective Date:</b> 10/23/23	<b>Page</b> 2 of 5
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Non-DOC Postsecondary		

- B. Non-DOC Postsecondary Courses are divided into the following three groups:
1. College credit awarded by accredited colleges and universities which are dependent on institutional educational staff and/or facilities.
  2. College credit awarded by accredited colleges and universities independent from institution educational resources.
  3. Religious study or self-improvement courses for which college credit may or may not be awarded.

## II. General Guidelines

- A. PIOC in reception status are ineligible for DOC or non-DOC course study approval.
- B. PIOC with student loans in default status may not be eligible to enroll in courses.
- C. Courses involving PIOC loans, time payments or other PIOC indebtedness shall not be approved.
- D. PIOC shall have an approved DOC-1117 to enroll in a non-DOC Postsecondary course before books and/or materials can be ordered or received.
- E. Educational agencies offering courses for college credit shall be approved by the State of Wisconsin Educational Approval Board to operate in Wisconsin or by another credentialing organization recognized by Wisconsin institutions providing post-secondary education.
- F. Religious study or self-improvement courses etc., are subject to approval by a facility designee.
- G. Prerequisites are required before enrolling in a course.
1. A verified high school diploma or a GED/HSED certificate is required prior to involvement in a Non-DOC Postsecondary course
  2. Self-reported completers of a non-accredited program such as homeschool and homeschool networks, shall comply with the requirements of the providing institute of higher education. Each institution of higher education sets their individual acceptance standards.
  3. Courses defined in this policy under Section I.B.3 may be exempt from required prerequisites.
- H. Independent or self-study courses shall not duplicate or take the place of courses available to the PIOC within the DOC.
- I. PIOC approved by the facility designee to take independent study courses for college credit may be limited to the number of credits. The decision shall be based upon the designee's assessment of the PIOC ability to complete the course work within the required timelines.

<b>DAI Policy #:</b> 300.00.26	<b>New Effective Date:</b> 10/23/23	<b>Page</b> 3 of 5
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Non-DOC Postsecondary		

1. State and federal education grants or scholarships may be obtained for accredited college level courses.
  2. Funds from grants not used for tuition, fees and course materials shall be returned to the sponsoring college's general grant fund or in accordance with the rules, policies and procedures of the granting authority.
- J. The Security Director/designee shall review and approve course materials which are not permitted under current property regulations.
1. PIOC approved to enroll in courses are permitted to purchase new or used textbooks specifically identified in the course syllabus.
  2. The facility designee shall ensure mailroom/property staff are aware of this exception.
  3. Course materials are subject to requirements of Wisconsin Administrative Code s. DOC 309.05(2) (b) and DAI Policy 309.20.03.
- K. The availability of equipment and facility staff for testing, proctoring and monitoring requirements of the course shall be considered in the final course approval process.
- L. Allowable portions of the course which are digitally formatted to an external device shall be sent to the facility designee and stored in a designated area controlled by staff.
- M. The DOC is not responsible for PIOC enrollment, completion, texts or materials associated with Non-DOC Postsecondary courses.
- N. PIOC transferring to another facility may forfeit enrollment and completion. Transfer or release nullifies any prior-approved DOC-1117 and the PIOC shall submit a new DOC-1117 to be reviewed and approved at the new assigned facility.

### **III. Facility Designee Responsibilities**

- A. The facility designee (s) shall screen, review, approve or deny requests to participate in a Non-DOC academic, religious, or self-improvement postsecondary course.
- B. The original DOC-1117 shall be placed in the education file and a copy shall be provided to the PIOC and to institution/facility property.
- C. Transcripts or certificates of completion shall be placed in the PIOC education file and a copy routed to the PIOC.

### **IV. PIOC Responsibility**

- A. Submit the DOC-1117 to request enrollment in Non-DOC Postsecondary courses to the designated staff member.

<b>DAI Policy #:</b> 300.00.26	<b>New Effective Date:</b> 10/23/23	<b>Page</b> 4 of 5
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Non-DOC Postsecondary		

- B. Provide documentation of funding from PIOC regular account or a letter indicating financial support from their family or sponsor.
- C. Present documentation of course completion to the facility designee for inclusion in the education file.
- D. Complete course work during unpaid time.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 300.00.26	<b>Page</b> 5 of 5
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Non-DOC Postsecondary		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES****DEFINITIONS, ACRONYMS AND FORMS****FACILITY PROCEDURE**

I.

- A.
- B.
  - 1.
  - 2.
    - a.
    - b.
    - c.
  - 3.
- C.

II.

III.

**RESPONSIBILITY**

I. Staff

II. PIOC

III. Other