

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.26	Page 1 of 5
	Original Effective Date: 07/19/01	New Effective Date: 05/06/15
	Supersedes: 300.00.26	Dated: 07/03/09
	Administrator's Approval: Cathy A. Jess, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Correspondence Courses		

POLICY

The Division of Adult Institutions shall maintain a process to screen and approve correspondence courses to assist inmates in furthering their education and for 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 – Correspondence Screening

GED – General Equivalency Diploma

HSED – High School Equivalency Diploma

PROCEDURE**I. Correspondence Courses**

- A. Courses inmates receive through the mail with one or more of the following components:
 1. Self-paced.
 2. Have limited instructor contact.
 3. May be proctored by the facility education designee.
 4. Assignments are transmitted to the instructor and returned to the student.

- B. Correspondence courses are divided into the following two groups:
 1. Courses for which college credit is awarded by accredited colleges and universities.

DAI Policy #: 300.00.26	New Effective Date: 05/06/15	Page 2 of 5
Chapter: 300 Administrative		
Subject: Correspondence Courses		

2. Courses such as religious study and self-improvement courses for which no college credit is awarded.

II. General Guidelines

- A. Inmates in reception status are not eligible for correspondence course participation.
- B. Inmates shall have an approved DOC-1117 to enroll in a correspondence course before the course(s), books and/or materials can be ordered or received.
- C. Educational agencies offering courses for college credit shall have received approval from the State of Wisconsin Educational Approval Board to operate in Wisconsin or other credentialing organization recognized by Wisconsin institutions providing post-secondary education. Non-credit courses of study such as religious study, self-improvement, etc., are subject to approval by the facility designee.
- D. A verified high school diploma or a GED/HSED certificate is required prior to involvement in a correspondence course.
- E. Correspondence courses shall not duplicate nor take the place of courses available to the inmate within the DOC.
- F. Inmates approved by the facility designee to take correspondence courses for college credit shall be limited to the number of credits as determined by the facility designee. The decision shall be based upon the facility designee's assessment of the inmate's ability to complete the course work within the required timelines.
- G. Courses involving inmate loans, time payments or other inmate indebtedness shall not be approved.
 1. State and federal education grants or scholarships may be obtained for accredited college level correspondence courses.
 2. Any funds from grants not used by the inmate for tuition, fees, course books and materials shall be returned to the sponsoring college's general grant fund.
- H. The facility and security designee shall review courses that include materials which are not permitted under property regulations.
 1. Inmates approved to enroll in correspondence 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.

DAI Policy #: 300.00.26	New Effective Date: 05/06/15	Page 3 of 5
Chapter: 300 Administrative		
Subject: Correspondence Courses		

- I. 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.
 - J. Allowable audiovisual, audio cassettes or other digitally formatted portions of the course shall be sent to the facility designee and stored in a designated area controlled by staff for inmate use and not in the inmate's possession.
 - K. Inmates may be allowed to complete non-accredited religious and self-improvement studies.
 - 1. Such studies shall be identified as a personal enrichment.
 - 2. Assistance with such studies from facility staff may be available based on staff resources.
 - L. Honoring of original course approvals at successive facility placements shall be based on staff resources, security status and property regulations of the successive facility. A new DOC-1117 shall be completed by the receiving facility.
 - M. Inmates with outstanding student loans may not be eligible to enroll in correspondence courses.
- III. Facility Designee Shall:**
- A. Screen, review, approve or deny requests to participate in a correspondence course.
 - B. Place the original DOC-1117 in the education file and a copy shall be sent to property and the inmate.
 - C. Review inmate's progress in education courses for college credit. Progress shall be documented in the inmate education file and other DOC electronic data files.
 - D. Ensure copies of the progress and completion reports are placed in the inmate education file, DOC electronic data files and the inmate's portfolio for forwarding to the receiving facility when the inmate is transferred.
- IV. Inmate Shall:**
- A. Submit the DOC-1117 to request enrollment in correspondence courses to the facility's designated staff member.
 - B. Provide documentation of funding for course tuition and fees.
 - C. Present evidence or documentation of course progress and completion to the facility designee for inclusion in the education file and/or portfolio.

DAI Policy #: 300.00.26	New Effective Date: 05/06/15	Page 4 of 5
Chapter: 300 Administrative		
Subject: Correspondence Courses		

- D. Complete course work during their free time.
- E. Receive no education compensation for taking these correspondence courses.

Administrator's Approval: _____ **Date Signed:** _____
Cathy A. Jess, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

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

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

I.

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

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other