 <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 6
	Original Effective Date: 07/19/01	New Effective Date: 03/25/19
	Supersedes: 300.00.26	Dated: 05/06/15
	Administrator's Approval: Makda Fessahaye, Administrator	
	Required Posting or Restricted:	
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Non-DOC Postsecondary		

POLICY

The Division of Adult Institutions shall maintain a process to screen and approve Non-DOC Postsecondary courses that further an inmate's 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

MATC AA-AS – Milwaukee Area Technical College, Associate of Arts-Associate Science

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

A. Courses inmates 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 inmate.

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- B. Non-DOC Postsecondary Courses are divided into the following three groups:
 - 1. College credit awarded by accredited colleges and universities that are dependent on institutional educational staff and/or facilities, i.e. (MATC AA-AS).
 - 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. Inmates in reception status are ineligible for DOC or non-DOC course study approval.
- B. Inmates with student loans in default status may not be eligible to enroll in courses.
- C. Courses involving inmate loans, time payments or other inmate indebtedness shall not be approved.
- D. Inmates 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. Religious study or self-improvement courses etc., are subject to approval by a facility designee.
- F. 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 or:
 - 2. Self-reported completers of a non-accredited program such as homeschool and homeschool networks, must 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.
- G. Independent or self-study courses shall not duplicate or take the place of courses available to the inmate within the DOC.
- H. Inmates approved by the facility designee to take independent study courses for college credit may be limited to the number of credits as determined by the facility designee. The decision shall be based upon the designee's

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assessment of the inmate's ability to complete the course work within the required timelines.

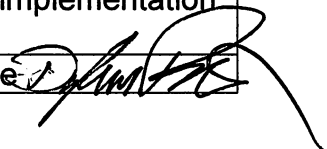
1. State and federal education grants or scholarships may be obtained for accredited college level courses.
 2. Funds from grants not used for tuition, fees and course materials shall be returned to the sponsoring college's general grant fund or in accordance with the rules, policies and procedures of the granting authority.
- I. The facility security designee shall review and approve course materials which are not permitted under current property regulations.
 1. Inmates 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.
 - J. 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.
 - K. Allowable portions of the course that are digitally formatted to an external device shall be sent to the facility designee and stored in a designated area controlled by staff and not in the inmate's possession.
 - L. The DOC is not responsible for inmate enrollment, completion, texts or materials associated with Non-DOC Postsecondary courses.
 - M. Inmates transferring to another facility may forfeit enrollment and completion. Transfer or release nullifies any prior-approved DOC-1117 and the inmate 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 inmate and to institution/facility property.
 - C. Transcripts or certificates of completions shall be placed in the inmate education file and a copy routed to the inmate.
- IV. Inmate Responsibility**
- A. Submit the DOC-1117 to request enrollment in Non-DOC Postsecondary courses to the designated staff member.

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- B. Provide documentation of funding from inmate's regular account or a letter indicating financial support from his or her 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.

Administrator's Approval: _____ **Date Signed:** _____
Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Green Bay Correctional Institution		
Original Effective Date: 3/4/19	DAI Policy Number: 300.00.26	Page 5 of 6
New Effective Date: 11/6/20	Supersedes Number:	Dated:
Chapter: 300 Administrative		
Subject: Non-DOC Postsecondary		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Warden Dylon Radtke 		

REFERENCES**DEFINITIONS, ACRONYMS AND FORMS**FAFSA - Free Application for Federal Student Aid**FACILITY PROCEDURE**

- I. Approval and processing of inmate's request for Non-DOC Postsecondary courses for college credit as described in Section I.B.1. of this DAI Policy.
 - A. Inmates shall submit the DOC-1117 to the Education Director/Scheduler/designee.
 - B. Upon receipt of inmate's request to take a Non-DOC Postsecondary course, the Education/Scheduler/Designee shall do the following prior to approval:
 1. Verify the presence of a high school diploma or a GED/HSED certificate.
 2. Verify the inmate's ability to pay for the course prior to enrollment.
- II. The Education/Guidance Counselor/Designee will assign a teacher to proctor tests required by Non-DOC Postsecondary courses.
- III. Upon successful completion of the Non-DOC Postsecondary course, the Education Director/Scheduler/Designee shall document in WICS.
- IV. Approval and processing of inmate's requests for Non-DOC Postsecondary courses for religious study or self-improvement as described in Section I.B.2. of this DAI policy shall be completed by the Chaplain.

RESPONSIBILITY

- I. Education Director
 - A. Approve or deny the DOC-1117.
 - B. Assign a teacher as a proctor once an inmate is enrolled.
- II. Scheduler
 - A. Meet with inmate upon receipt of DOC-1117.
 - B. Verify GED/HSED

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Green Bay Correctional Institution		
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- C. Verify the Non-DOC Postsecondary course requested is not a duplicate of a course already taken.
- D. Provide FAFSA information to inmate upon request.
- E. Notify individual designated as liable for finances as a backup for payment.
- F. Forward a signed copy of DOC-1117 to property room.

III. Inmate

- A. Submit DOC-1117 for approval to enroll in a Non-DOC Postsecondary course.
- B. Meet with Scheduler to discuss and complete the following forms and information:
 - 1. College application.
 - 2. Identify individual who will accept financial responsibility as a backup for course payment.
 - 3. Complete FAFSA documents.