


|  |   |  |
|--|---|--|
|  <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 6                     |
|  | <b>Original Effective Date:</b><br>07/19/01                     | <b>New Effective Date:</b><br>03/25/19 |
|  | <b>Supersedes:</b> 300.00.26                                    | <b>Dated:</b> 05/06/15                 |
|  | <b>Administrator's Approval:</b> Makda Fessahaye, Administrator |  |
| <b>Required Posting or Restricted:</b>   |   |  |
| <input checked="" type="checkbox"/> <b>Inmate</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 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.

|                                       |                                     |                    |
|---------------------------------------|-------------------------------------|--------------------|
| <b>DAI Policy #:</b> 300.00.26        | <b>New Effective Date:</b> 03/25/19 | <b>Page</b> 2 of 6 |
| <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 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

|                                       |                                     |                    |
|---------------------------------------|-------------------------------------|--------------------|
| <b>DAI Policy #:</b> 300.00.26        | <b>New Effective Date:</b> 03/25/19 | <b>Page</b> 3 of 6 |
| <b>Chapter:</b> 300 Administrative    |                                     |                    |
| <b>Subject:</b> Non-DOC Postsecondary |                                     |                    |

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.

|                                       |                                     |                    |
|---------------------------------------|-------------------------------------|--------------------|
| <b>DAI Policy #:</b> 300.00.26        | <b>New Effective Date:</b> 03/25/19 | <b>Page</b> 4 of 6 |
| <b>Chapter:</b> 300 Administrative    |                                     |                    |
| <b>Subject:</b> Non-DOC Postsecondary |                                     |                    |

- 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**

|   |                                     |                        |
|---|-------------------------------------|------------------------|
| <b>Facility:</b> Wisconsin Women's Correctional System  |                                     |                        |
| <b>Original Effective Date:</b> 07/19/01  | <b>DAI Policy Number:</b> 300.00.26 | <b>Page</b> 5 of 6     |
| <b>New Effective Date:</b> 09/25/2020   | <b>Supersedes Number:</b> 300.00.26 | <b>Dated:</b> 06/08/18 |
| <b>Chapter:</b> 300 Administrative  |                                     |                        |
| <b>Subject:</b> Non-DOC Postsecondary   |                                     |                        |
| <b>Will Implement</b> <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation |                                     |                        |
| <b>Warden's/Center Superintendent's Approval:</b> Warden Sarah Cooper   |                                     |                        |

**REFERENCES****DEFINITIONS, ACRONYMS, AND FORMS**

DOC-184 – Disbursement Request

RHU – Restrictive Housing Unit

**FACILITY PROCEDURE****I. Guidelines**

- A. Non-DOC Postsecondary course involvement shall not hinder or interfere with a program assignment.
- B. Cassette tapes, audio/visual tapes, and/or CD-ROM disks on a standalone computer, required for the completion of college credit Non-DOC Postsecondary courses may be approved, kept and used only in the library or classroom until the course is completed or terminated. A facility owned cassette player shall be loaned to the inmate in the library or classroom during this period based upon facility resources and availability. When available, inmates may use audio-visual equipment and/or Word Processor located in the library or classroom.
- C. Inmates assigned to RHU shall not participate in Non-DOC Postsecondary courses.
- D. No internet usage; only printed materials allowed.
- E. Religious courses allow only printed materials. No oils, rocks, statues, etc. allowed.

**RESPONSIBILITY****I. Education Director/designee**

- A. Provide general information about education-based correspondence options as requested, including DOC program requirements, release of information forms and financial aid applications in response to requests for information on correspondence classes.
- B. Approve/deny DOC-1117 accordingly and ensure distribution of DOC-1117, DOC-184, application forms and course description:
  1. Original: Business Office (if approved)
  2. Education file
  3. Inmate

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

|  |                                     |                    |
|--|-------------------------------------|--------------------|
| <b>Facility:</b> Wisconsin Women's Correctional System |                                     |                    |
| <b>New Effective Date:</b> 09/25/2020                  | <b>DAI Policy Number:</b> 300.00.26 | <b>Page</b> 6 of 6 |
| <b>Chapter:</b> 300 Administrative                     |                                     |                    |
| <b>Subject:</b> Non-DOC Postsecondary                  |                                     |                    |

- 4. Social Worker
- 5. Property Department

C. Maintain a Non-DOC Postsecondary tracking sheet to monitor each inmate's program participation.

**II. Inmate**

- A. Research individual schools regarding non-internet based program availability, application requirements, fees and tuition costs.
- B. Submit all applicable forms and requests to the Education Director/designee.
- C. Notify the Education Director/designee about status of application processes or course termination.