DEPARTMENT OF CORRECTIONS

Policy Number:	**770.030**
Title:	**Post-Secondary Education Student Attendance and Movement**
Effective Date:	**01/02/25**

PURPOSE: To provide expectations for students and post-secondary education institution staff regarding attendance and movement in Minnesota correctional facilities.

APPLICABILITY: All Minnesota correctional facilities, students enrolled in a post-secondary education institution's prison education program, and post-secondary education institution employees.

DEFINITIONS:

Chronic absenteeism –unexcused absences for five days of class per semester and/or missing five percent or more of the total number of days enrolled in the semester for any reason, excused or unexcused.

Excused Absence – verified illness as part of the medical lay-in (authorized idle) process (see DOC Policy 204.010, "Assignment and Compensation Plan") and verification from other facility programming or entities.

Five Percent of a semester –five percent of the total days in a semester, excluding pre-determined days with no classes, holidays, or final exams.

Student attendance – the physical presence of the student within regular school hours and includes attending scheduled classes during the student's scheduled hours.

Student movement – all movement within the facility that follows a specific schedule set by the facility.

Unexcused absence – any absence that occurs without prior scheduling or approval from facility or program staff and does not meet the criteria for an excused absence.

PROCEDURES:

A. Post-secondary Education Institution Attendance

1. Students and education partner employees must follow their institution's attendance policy.
   a) Federal Title IV financial aid regulations require a procedure to establish that students have attended, at a minimum, one day of class for each course in which the student's enrollment status was used to determine eligibility for the Pell grant program.

   b) In addition, the education partner employees need to determine a last date of attendance for those students who receive a failing grade to determine whether financial aid disbursed for the course must be recovered by the education partner institution.

2. Any student who chooses not to attend class, stops attending class, or chooses to drop/add a class should immediately do so prior to the drop deadline of the post-secondary education institution.

3. If a student wishes to withdraw from their course after the drop deadline, they must be provided with information from the post-secondary institution about the process and any potential adverse consequences.

4. Any student who does not regularly attend classes in which they are enrolled, and are reported to the administration for never attending, partially attending, or administratively withdrawn under the partner institution's last date of attendance policy, must also be reported to the DOC director of post-secondary education.

B. DOC Attendance

1. Scheduled class times must be adhered to by faculty and students.

2. All post-secondary institution employees are required to take attendance at the start of each class or learning lab on a printed roster.
   a) A DOC officer or other designated facility staff must pick-up the roster.

   b) The facility staff must call the units to locate any student who does not arrive to class.

3. All students are required to attend their scheduled classes and/or learning labs as articulated in their student schedule.
   a) All students who miss a class must have the absence excused by DOC staff prior to missing the scheduled class or learning lab.

   b) Students unable to attend class due to a medical incident/illness must follow the process for a medical lay-in/authorized idle (see DOC Policy 204.010, "Assignment and Compensation Plan").

   c) If a student chooses not to attend a class, it will be considered an unexcused absence, and the student will be required to take an unauthorized lay-in (see Policy 202.110, "Status Overview and Summary," and Policy 204.010, "Assignment and Compensation Plan") for the day and follow the rules and procedures of the facility/unit accordingly.

   d) If a student is identified as meeting the definition of chronically absent, the director of post-secondary education must be contacted when the student meets the chronically absent threshold.

   e) A student's placement in restrictive housing does not count as chronic absenteeism.

4. Removal from Program
   a) Students who meet the chronically absent threshold may be given sanctions that include suspension or expulsion from the post-secondary education program.

C. Student Movement

1. All facilities must enforce their controlled movement schedule.

2. All education partners employees must follow any facility-specific classroom seating requirements.

3. Movement is controlled by facility staff.

4. All education partner employees must follow any facility-specific movement procedures.

5. Single student movement for one-on-one and in-person meetings, appointments, and similar are pre-scheduled through the facility's pass system.

6. Education partner employees or class instructors are not allowed to supervise controlled movement at any time or for any reason.

7. Class instructors must start and end class on time. There can be no late start or early release.
   a) If a student needs to leave class, the student must first ask permission from the instructor.

   b) If the student leaves class without permission, the facility staff must locate where the student is, and the student will be required to take an unauthorized lay-in (see Policy 202.110, "Status Overview and Summary," and Policy 204.010, "Assignment and Compensation Plan") for the day and follow the rules and procedures of the facility/unit accordingly.

INTERNAL CONTROLS:

A. The director of post-secondary education retains documentation of any students removed from the post-secondary education program.

REFERENCES: None

REPLACES: All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:

Commissioner of Corrections