DEPARTMENT OF CORRECTIONS

Policy Number:	**720.010**
Title:	**Post-Secondary Education Standards for Partnership**
Effective Date:	**01/02/25**

PURPOSE: To provide standards for partnership between the Minnesota Department of Corrections (DOC) and post-secondary education institutions delivering educational services in Minnesota correctional facilities (MCFs).

APPLICABILITY: All post-secondary education institutions delivering educational services in Minnesota correctional facilities.

DEFINITIONS:

Post-Secondary education institution – for the purposes of this policy, a public or private nonprofit institution that is accredited and authorized to operate in the state of Minnesota and meets the eligibility requirements of 34 CFR §600.

Prison education program (PEP) – an education program that is eligible for Title IV financial aid, to be delivered to Individuals under the jurisdiction of the DOC and complies with the requirements of 34 CFR § 668.236.

Standards for partnership – the policies, guidelines, and practices of the Minnesota Department of Corrections and Minnesota correctional facilities as related to post-secondary institution partnerships.

PROCEDURES:

A. Department of Corrections (DOC) Standards for Partnership

1. The director of post-secondary education must develop written policies, guidelines, and practices for all Minnesota correctional facilities and post-secondary education institutions partnering to deliver educational services to incarcerated students.

2. The director of post-secondary education must review, and revise if appropriate, all policies, guidelines, and practices impacting the post-secondary education standards for partnership annually.

3. The director of post-secondary education must establish and maintain clear, consistent, and timely communication channels with post-secondary education institutions to facilitate effective collaboration and support the success of their partnership. All communication protocols outlined in this policy must be strictly followed in every interaction between department of corrections (DOC) staff and post-secondary education institutions. These protocols include:
   a) Providing regular updates;

   b) Sharing relevant information; and

   c) Promptly addressing inquiries or concerns from either party.

B. Data Sharing

1. All post-secondary education institutions must provide course progress and/or completion data for all students participating in post-secondary education programs.
   a) Progress data must be shared with the director of post-secondary education quarterly, specifically in October, December, March, and May.

   b) Progress data must also be provided to the director of post-secondary education upon their request.

2. DOC education staff must monitor the academic achievement of all students participating in post-secondary education programs to assess their advancement towards obtaining their credential or degree.
   a) Progress data must be reviewed upon receipt quarterly, specifically in October, December, March, and May, by the DOC director of post-secondary education.

   b) Progress data must also be requested by the DOC director of post-secondary education when working with facility staff on student disciplinary issues.

C. Post-secondary Education Institution Employees
All post-secondary education institution employees working with students in a Minnesota correctional facility must follow all DOC policies, guidelines, and practices.

D. Prison Education Program Components
Prison Education Programs may include such examples as:
1. Academics
   a) Classroom instruction;
   b) Learning labs;
   c) Tutoring; and
   d) Teaching assistants.

2. Student support services
   a) Academic and career advising;
   b) Americans with Disabilities Act (ADA) and language accommodations;
   c) Student orientation;
   d) Onsite Free Application for Federal Student Aid (FAFSA) completion;
   e) Transcript request assistance;
   f) Federal/state loan default assistance;
   g) Library and/or interlibrary loan;
   h) Learning disability support/testing; and
   i) Student advisory committee.

3. Academic reentry and credit transferability
   a) Housing support services;
   b) Basic needs supplies;
   c) Transportation support or vouchers;
   d) Health or wellness support;
   e) Childcare services;
   f) Dedicated orientation process;
   g) Financial aid counseling;
   h) Legal support services;
   i) Computer/digital literacy training;

j) Apprenticeships or internships;
k) Job/career readiness;
l) Job placement services;
m) Existing campus community of formerly incarcerated students;
n) Dedicated staff to support formerly incarcerated students; and
o) Dedicated campus meeting/study space for formerly incarcerated students.

INTERNAL CONTROLS:

A. Progress data on post-secondary students is retained by the director of post-secondary education.

B. Individual progress reports, copies of course completion records, and copies of degrees granted are retained in the individual student's electronic files.

REFERENCES: 34 CFR §§ 600; 668.236
Policy 203.250, "Modifications for Incarcerated Persons/Residents with Disabilities"

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