DEPARTMENT OF CORRECTIONS

Policy Number:	**740.010**
Title:	**Post-Secondary Education Scheduling and Timeline**
Effective Date:	**01/02/25**

PURPOSE: To provide a clear process, guidelines, and timeline for post-secondary education partner institutions providing prison education programming in Minnesota correctional facilities.

APPLICABILITY: All post-secondary education institutions offering prison education programming in Minnesota correctional facilities.

DEFINITIONS:
Co-Curricular support – programming or activities which may take place outside of a traditional classroom space but which in some way complement the learning activities pursued in the class.

Post-Secondary education institution – see Policy 720.010, "Post-Secondary Education Standards for Partnership."

Prison education program (PEP) – see Policy 720.010, "Post-Secondary Education Standards for Partnership."

Scheduling/Resource proposal – document developed by the post-secondary education institution to be submitted to the DOC prior to each semester.

PROCEDURES:

A. Proposed Space

Post-secondary education institutions providing student programs at a Minnesota correctional facility (MCF) with department of corrections (DOC) students must provide the days, times, number of sections and desired locations for the academic year by the following times:

a) First week of August for spring semester;

b) First week of April for fall semester; and

c) First week of February for summer semester.

B. Proposed Schedules

1. Proposed schedules for each of the semesters must be provided to the director of postsecondary education within the identified timeframe. The schedule proposals must include the academic subject, course number, course name, delivery method, day(s), start time, and end time.
   a) First week of August for spring semester;

   b) First week of April for fall semester; and

   c) First week of February for summer semester.

2. All student education supplies and course materials must also be requested according to these timelines. See also Policy 760.020, "Post-Secondary Education Supplies and Course Materials."

C. Student Headcount
Post-secondary education institutions must provide to the director of post-secondary education the minimum viable number of students needed to sustain their programming at the MCF. In addition, the institution must provide the number of students currently enrolled in the program and the number projected to be enrolled for the upcoming school year.

D. Faculty Headcount
Post-secondary education institutions must provide the current number of faculty teaching in the program and the number of faculty proposed to teach in the upcoming school year.

E. Online Courses
Post-secondary education institutions must identify the classes that will be taught online and ensure that each course meets the security expectations of each MCF where the course is being offered.

F. Co-Curricular Support
Post-secondary education institutions must identify the type of co-curricular support that will be provided for students enrolled in each class, and the number of faculty or volunteers that will provide this support.

INTERNAL CONTROLS:

A. The director of postsecondary education retains copies of the final postsecondary education schedules for each semester.

REFERENCES: Policy 720.010, "Post-Secondary Education Standards for Partnership"
Policy 760.020, "Post-Secondary Education Supplies and Course Materials"

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