DEPARTMENT OF CORRECTIONS

Policy Number:	**760.020**
Title:	**Post-Secondary Education Supplies and Course Materials**
Effective Date:	**01/02/25**

PURPOSE: To provide a consistent process for the identification and distribution of student education supplies and course materials.

APPLICABILITY: All Minnesota correctional facilities and post-secondary education institutions delivering prison education programs.

DEFINITIONS:
Course materials – materials requested by the education partner for a specific class.

Student education supplies – all items that a student uses in school; commodities that a student requires in the course of an academic year.

PROCEDURES:

A. All Minnesota Department of Corrections (DOC)-approved supplies must be recognized agencywide for post-secondary education use within facilities, and documentation retained by the director of post-secondary education.

1. These supplies must be paid for by the post-secondary institutions using students' Pell grants.

2. All approved post-secondary student education supplies are permitted to exceed the limits listed on the DOC Allowable Property list (302.250C).

B. Student Education Supplies and Course Materials Requests

1. All student education supplies and course-specific materials that faculty need to teach or that students need for a specific class must be requested by the post-secondary education partner as part of course approval requests during the pre-semester planning period. (See also Policy 740.010, "Post-Secondary Education Scheduling and Timeline.")
   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 course-specific materials that are available to students through authorized purchasing may be requested through the student education supply process.

3. All course-specific materials must be kept in a secure location for use during the class for that semester.

4. Course materials must be kept in a secure location for use during that class and are not allowed to go back to the living unit with the student.

5. All course-specific materials must be removed from the secure perimeter at the conclusion of the semester following DOC protocol.

C. Student Education Supplies – Distribution

1. All student education supplies must be approved by DOC executive leadership.

2. All education supplies intended for student possession must be delivered to the DOC facility warehouse/receiving dock.

3. Deliveries must be coordinated with the post-secondary education coordinator, allowing sufficient time for DOC facility warehouse notification.

4. All boxes must contain packing slips identifying the contents of the box.

5. All approved non-consumable supplies must be recorded by the facility's property staff prior to distribution.

6. All approved non-consumable supplies must be engraved and inventoried according to Policy 302.250, "Incarcerated Person Property," or Policy 302.260, "Juvenile Resident Property, and according to Policy 301.040, "Tool Control."

7. All supplies must be distributed by the post-secondary education partner employees in collaboration with facility education staff.

8. Student education supplies are allowed to go back to the living unit with the student. If the student is placed in restrictive or secure housing, some limitations may apply. See Policy 760.040, "Post-Secondary Education Student Access to Instructional Materials in Restrictive/Secure Housing."

9. Electronic devices for post-secondary students are regulated by Policy 760.030, "Post-Secondary Education Student Use of Electronic Devices."

INTERNAL CONTROLS:

A. The director of postsecondary education must retain documentation of all materials and supplies approved for use in DOC facilities.

REFERENCES: Policy 301.040, "Tool Control"
Policy 302.250, "Incarcerated Person Property"
Policy 302.260, "Juvenile Resident Property"
Policy 740.010, "Post-Secondary Education Scheduling and Timeline"
Policy 760.030, "Post-Secondary Education Student Use of Electronic Devices"
Policy 760.040, "Post-Secondary Education Student Access to Instructional Materials in Restrictive/Secure Housing"

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

ATTACHMENTS: Allowed Property List (302.250C) (public pdf of 302.250C)

APPROVALS:
Commissioner of Corrections