



WINDHAM SCHOOL
DISTRICT

NUMBER: OP-12.00
DATE: October 8, 2009
PAGE: 1 of 76
SUPERSEDES: Continuing Education
Guidelines, Sections 1-6,
and 8
Dec. 1999 - April 2006

OPERATING PROCEDURES

SUBJECT: COLLEGE PROGRAM

AUTHORITY: Senate Bill 1, 81st Legislature, Department of Criminal Justice, Rider 35

APPLICABILITY: Windham School District (WSD or district)

FORWARD:

The purpose of offering post-secondary programs in the Texas Department of Criminal Justice (TDCJ) is to give offenders an opportunity for rehabilitation by developing their mental skills and to provide marketable job training skills so that they can re-enter society as successful productive citizens. Training for specific skill sets also allows offenders to perform beneficial tasks while incarcerated.

Post-secondary programs are under the day-to-day administration and supervision of the WSD principal. The regional continuing education coordinator works with the principal and contracted personnel regarding the policies and procedures that apply to college programs.

Post-secondary programs are provided through contracts with colleges and universities serving the geographic areas where units are located. All offenders who wish to participate in these programs shall meet the criteria for admission of each college or university. TDCJ/WSD has criteria that shall also be met and offenders shall receive security and classification clearance before entry into the programs.

* Signature on file

Don Lawrence
Director, Division of Operational Support

Windham School District
College Program Operating Procedures

TABLE OF CONTENTS

DEFINITIONS	1
 COLLEGE PROGRAM ORGANIZATION	
I. Description	3
II. Programs Not Sponsored by TDCJ/WSD	3
III. College Requirements/Responsibilities	4
 COLLEGE ACADEMIC PROGRAM	
I. Two-Year Community Colleges.....	6
II. Four-Year Universities	6
III. College and Universities Listed by Unit	6
 ACADEMIC DEGREES OFFERED	
I. Community College Degrees	9
II. University Degrees	10
 OFFENDER ACADEMIC COLLEGE ELIGIBILITY	
I. Academic Associate Programs.....	11
II. Baccalaureate Programs.....	13
III. Master’s Programs.....	14
IV. Post Degree Program Participation	14
 PROGRAM PARTICIPATION AND GRADUATION	
I. Participation.....	16
II. Graduation	16
III. Offender Eligibility for Attending Graduation	16
IV. Unit Transfers for Graduation.....	18
 ACADEMIC ATTENDANCE ACCOUNTING PROCEDURES	
I. College Instructor Responsibilities.....	19

II. Unit Education Staff Responsibilities..... 19

UNIT TRANSFER PROCEDURES FOR COLLEGE ACADEMIC PARTICIPATION

I. Two-Year College 21
II. Four-Year University..... 21
III. Transfer Process 21

EDUCATION VERIFICATION AND TRANSCRIPT ORDERING PROCEDURES

I. Education Verification Procedures..... 23
II. College Transcript Ordering Procedures 23

TEXAS HIGHER EDUCATION ASSESSMENT (THEA) ACADEMIC SKILLS PROGRAM

I. TABE Requirements 24
II. TABE Procedures 25
III. THEA Test Requirements..... 25
IV. THEA Registration..... 25
V. Unsatisfactory THEA Score(s)..... 26
VI. College Credit Hours 26

COLLEGE VOCATIONAL PROGRAM

I. Two-Year Community Colleges..... 27
II. Vocational Credit/Non-Credit Programs 27
III. Community College Workforce Non-Credit Programs 28
IV. Shop Safety 28

OFFENDER VOCATIONAL COLLEGE ELIGIBILITY

I. Vocational Program Qualifications..... 29
II. Vocational TABE Requirements..... 32

**ATTENDANCE ACCOUNTING PROCEDURES FOR VOCATIONAL CREDIT/NON-CREDIT AND
WORKFORCE EDUCATION**

I. College Instructor Responsibilities..... 33
II. Principal Responsibilities 33
III. Document Verification and Processing 33
IV. Document Management..... 34

ADDITIONAL CREDIT HOUR VOCATIONAL TRAINING	35
EMPLOYEE UTILIZATION OF VOCATIONAL SHOPS	36
OFFENDER SELECTION AND COURSE ENROLLMENT FOR VOCATIONAL TRAINING	
I. Offender Selection Procedures	37
II. Program Transfers.....	37
INCARCERATED INDIVIDUALS PROGRAM (IIP) GRANT	39
INCARCERATED INDIVIDUALS PROGRAM GRANT ELIGIBILITY CRITERIA	40
CLASS ENROLLMENT DOCUMENTS	
Withdrawals and Completions.....	41
INCARCERATED INDIVIDUALS PROGRAM GRANT PAYMENT PROCESS	
I. College and University Billing Roster.....	42
II. Grant Limitations	42
III. Textbooks.....	43
WORKFORCE EDUCATION COURSES	
Coordination	44
OFFENDER ELIGIBILITY EDIT REJECT	
I. Academic Programs.....	45
II. Vocational Programs	45
III. THEA.....	46
IV. Edit Reject Notation Explanations	46
CLASS ATTENDANCE AND WITHDRAWAL PROCEDURES	
I. Attendance Requirements	47
II. Withdrawal Procedures Prior to or on Certification Date	47
III. Withdrawal Procedures after Certification Date	47
IV. Withdrawal Procedures for Students Transferred Off Unit After Certification Date.....	48
V. Processing Withdrawal Forms	49

VI. Academic Class Changes..... 49
VII. Academic Unsatisfactory Progress 49
VIII. Vocational Unsatisfactory Progress..... 49

VOCATIONAL EVALUATION AND COURSE COMPLETION

Course Completion Procedures..... 51

REIMBURSEMENT RESPONSIBILITY FOR COURSE WITHDRAWALS

I. Unexcused Withdrawals 52
II. Excused Withdrawals 52
III. Personal Fund Payments..... 52

PAYMENT OF TUITION AND FEES..... 54

STATE REIMBURSABLE COSTS

I. State Reimbursable Costs..... 55
II. Reimbursement Payments While Incarcerated 55

ADMINISTRATIVE TRACKING OF OFFENDER ACCOUNTS FOR REIMBURSEMENT

I. College/University Responsibilities..... 56
II. TDCJ/WSD Responsibilities 57
III. Regional Continuing Education Coordinator Responsibilities 57

OFFENDER PAYMENT FROM PERSONAL FUNDS

I. Processing Withdrawal Forms (TDCJ I-25 College 1)..... 59
II. Payment for Dual Enrollment (Two-Year and Four-Year Academic Programs) 60

FINANCIAL AID

I. Grants, Scholarships, and Veterans Benefits.....61
II. Financial Aid Application Procedures.....61

PROCESSING OF COLLEGE ACADEMIC AND VOCATIONAL BILLING ROSTERS AND INVOICES

I. Academic and Vocational Billing 62
II. Textbook Billing..... 63
III. Academic and Vocational Billing Verification Process 63

COLLEGE TEXTBOOKS

I. Procedures..... 66
II. Regional Continuing Education Coordinator Responsibilities 66
III. Unit Responsibilities..... 67
IV. College/University Responsibilities..... 67
V. Textbook Transfers..... 67
VI. Textbook Deletions..... 68
VII. Use of Textbooks 68
VIII. Textbook Approvals 68

CONTRACTED PERSONNEL EMPLOYMENT PROCEDURES

I. Security Clearance..... 69
II. Orientation Process..... 69

CONTRACTED PERSONNEL DOCUMENT PROCESSING

I. Regional Continuing Education Coordinator Responsibilities 71
II. Distribution and Maintenance of Documents 71
III. Notification of Clearance Results..... 71

CONTINUING EDUCATION REPORTING

I. Academic Registration Billing Roster 73
II. Vocational Registration Billing Roster..... 73
III. Semester Statistical Report 74
IV. Semester List of Courses and Contracted Personnel Instructors..... 74
V. Semester Analysis of Student Attendance 75
VI. Monthly Vocational Statistical Report/Monthly College Participation..... 76

Forms - all forms referenced in this OP are available on the Share Drive (CTED, Public, College Program Forms)

Inmate Request for Withdrawal (TDCJ I-25)	College 1
Offender Withdrawal Header	College 2
Graduation Invitation Form.....	College 3 A and B
TDCJ Media Release Form	College 4 A and B
College Program Transfer Request for Two Year College Degree	College 5
College Program Transfer Request for Four Year College Degree	College 6
College Program Transfer Request for Master’s Degree	College 7
College Verification Form	College 8
Additional Vocational Training	College 9
Monthly Achievement Report	College 10
College Program Transfer Request for Vocational Training	College 11
College Edit Reject Report	College 12 A, B, and C
Computer Upload File	College 13
Academic Registration Billing Roster	College 14
Vocational Registration Billing Roster	College 15
Billing Roster – PSER Log	College 16
Payment Information Cover Sheet	College 17
College/University Billing Certification Statement	College 18
Regional Textbook Inventory	College 19
College Textbook Deletion Request	College 20
Textbook Shipping Ticket	College 21
Unit Textbook Inventory	College 22
College Textbook Checkout List	College 23
Non-Employee Background Information Questionnaire.....	College 24
Finger Print Card.....	College 25
Contracted Personnel Process Sheet	College 26
Semester Statistical Report.....	College 27
Semester List of Courses and Contracted Personnel Instructors	College 28
Semester Analysis of Student Attendance.....	College 29

DEFINITIONS:

“Associate’s Academic Program” is a program of study with core freshman and sophomore level academic classes that lead to an associate’s degree with a minimum of 60 hours and a maximum of 66 hours.

“Baccalaureate Program” is a program of study with core junior and senior level academic classes that lead to a bachelor’s degree with a minimum of 120 hours and at least 51 hours from the university awarding the degree.

“Billing Roster” is a document that is used to identify offender enrollment, course(s) cost, and the method of payment for individual college courses taken by each offender for a particular semester of the billing cycle.

“Class Certification Date” is the date that colleges and universities establish as the last day each semester or enrollment period a student may be added or withdrawn from a class. Student rosters are finalized on this date for tuition billing purposes.

“Contracted Personnel” are employed by colleges and universities under contract with TDCJ/WSD, including college/university faculty and staff, deans, department heads, administrative officers, counselors, advisors, part-time employees, substitute teachers, and proctors.

“Hazelwood Grant” is available for Texas residents that honorably discharged their military service. This grant shall apply to no more than 150 hours of the offender’s college credit courses. Each college/university attended must verify the offender’s eligibility status.

“Incarcerated Individuals Program (IIP) Grant” is a U.S. Department of Education grant available to states for Workplace and Community Transition training. The IIP replaced the Youthful Offender Grant on October 1, 2009, restricting offenders with certain offenses and increasing eligibility to include offenders less than 36 years of age and within seven years of the initial parole review date.

“Interagency Contract” is the term used by TDCJ Contracts and Procurements for contracts between universities and WSD/TDCJ.

“Interlocal Contract” is the term used by TDCJ Contracts and Procurements for contracts between community colleges and WSD/TDCJ.

“Master’s Academic Program” is a program of study with core post-graduate level academic classes that lead to a master’s degree with a minimum of 36 hours.

"Post-Secondary Education Reimbursement Account" (PSER) is an account system with an account created for each offender who owes a State Reimbursable Cost.

“Serve-All” is a Board of Pardons and Paroles decision requiring the offender to serve all of his/her sentence.

“State Reimbursable Costs” are debts owed to the state by incarcerated offenders who enroll in college courses funded from Strategy C.2.2. Academic/Vocational Skill State Appropriation Budget Line.

“Texas Higher Education Assessment” (THEA) is an academic skills instructional testing program that measures college readiness in reading, writing, and mathematics. The test includes a written essay.

“Texas Public Education Grant” (TPEG) is a grant assistance program that provides need-based money to apply to students’ tuition and fee costs. The college/university makes the determination which students are eligible for the grant and the amount applied toward tuition and fees.

“Vocational Credit Program” consists of courses of study in technical/vocational education in occupational trades provided through shop training and classroom instruction. College credit is awarded, which could be applied toward an associate of applied science degree.

“Vocational Non-Credit Programs” consist of courses of study in technical/vocational education in occupational trades provided through shop training and classroom instruction. This is similar to a credit course. No college credit is awarded, and educational achievement levels are lower for enrollment in these programs.

“Withdrawal” is the process used to remove a student from class, either prior to, on, or after class certification date, by using the appropriate code indicating the reason the student was dropped.

“Workforce Education Short Courses” are courses of study, which are a broad base series of classes, offered through Continuing Education Units (CEU) and are conducted in a competency-based format. These courses are generally shorter than vocational credit or non-credit programs, have specific occupational instructional objectives, and are provided through the IIP Grant.

“Youthful Offender Grant” was established in July 1998 and ended September 30, 2009. Through the Youthful Offender Grant, WSD received funding from the U.S. Department of Education for offenders, 25 years of age and younger and within five years of initial parole review date, to participate in post-secondary coursework.

COLLEGE PROGRAM ORGANIZATION

I. Description

- A. College programs are offered to offenders in TDCJ who have demonstrated a clear and convincing record of rehabilitation while incarcerated, as well as an aptitude and capability for college-level study.
- B. Students who participate in a college-level vocational course shall demonstrate an interest and aptitude for the training program.
- C. Reimbursement shall be required of all incarcerated offenders who enroll in college courses funded from Strategy C.2.2. Academic/Vocational Skill State Appropriation Budget Line. The offender may pay State Reimbursable Costs upon registration:
 - 1. By utilizing the Inmate Request for Withdrawal TDCJ I-25 (College 1) process;
 - 2. Direct payment to the college/university; or
 - 3. By qualifying for Hazelwood or other grants or scholarships.

(Refer to the Offender Payment From Personal Funds section of this OP for detailed payment instructions). If the offender does not pay upon registration, the offender shall reimburse the state for these expenses after release.

- D. Post-secondary academic programs consist of junior, senior, and graduate college-credit academic courses, which lead to a college degree.
- E. Post-secondary vocational programs consist of community college credit and non-credit courses which are approximately six months in length.
- F. Students enrolled in vocational programs are required to attend classes on a daily basis until the sufficient number of clock hours has been met. Upon successful completion of the course, the offender receives college credit hours and a Certificate of Completion. For non-credit courses, the students receive a Certificate of Completion.
- G. Regional continuing education coordinators work closely with the TDCJ Classification Department by providing a copy of the Achievement Report for each offender who completes a vocational training course and is recommended to receive a Certificate of Completion. The TDCJ has the opportunity to utilize the skills of many offenders who have completed college vocational programs, thus enabling the offender to obtain on-the-job experience in the field in which he/she has been trained.

II. Programs Not Sponsored By TDCJ/WSD

- A. An offender may pursue a post-secondary program or course of study such as correspondence courses, to be arranged or announced courses, or any other like programs not offered through the Division of Continuing Education by interlocal or interagency contract. However, the offender is responsible for all efforts taken in this

direction, including writing for information; paying for courses, textbooks, and materials; submitting lessons, etc. All such activities shall have the approval of the warden.

- B. The unit law library supervisor shall act as proctor for courses not provided by the Division of Continuing Education through interlocal or interagency contract. It shall be the responsibility of the offender to contact the law library supervisor to schedule a time to take any examinations.

III. College Requirements/Responsibilities

- A. The colleges/universities shall coordinate and finalize the proposed classes to both the principal and the regional continuing education coordinator at least 60 days prior to the beginning of each semester. This recommendation shall include:
 - 1. Semester start date, certification date, and end date;
 - 2. Course title;
 - 3. Contracted personnel (instructor);
 - 4. Textbook requirements for each course and any other special requirements (e.g., calculators, audio visual aids, and reference materials for research papers or lab kits);
 - 5. Class meeting times;
 - 6. Course prerequisites; and
 - 7. Minimum and maximum enrollments for each course. (The maximum class size can be no larger than the classroom capacity, which shall be determined by the principal.)
- B. The college/university shall provide administrative supervision of contracted personnel working on TDCJ units. The type of administrative supervision shall be determined by the college/university and agreed to by the WSD and shall be sufficient to meet the obligations of the interlocal/interagency contracts.
- C. All college/university instructors assigned to teach at the TDCJ for the first time are required to attend a contracted personnel orientation conducted by the regional continuing education coordinator prior to their first class meeting.
- D. The college/university shall offer offenders courses and degree plans similar to those available on campus and shall accept any hours an offender earns while incarcerated at TDCJ as resident credits.
- E. Classes are normally held in TDCJ facilities, and TDCJ shall provide security as well as all maintenance and utilities to the facilities. When a college/university teaches on its campus, the college/university shall be responsible for maintenance and utilities.

- F. The college/university provides the salaries for instructors, and it is the responsibility of the WSD to provide offender textbooks and supplies, unless otherwise agreed by the college/university.
- G. Contracted personnel hired to teach, counsel, advise, THEA test, and/or proctor distance learning classes for TDCJ students shall not be employees of the TDCJ, WSD, or any contracting agency personnel including, but not limited to, the University of Texas Medical Branch, Texas Tech Medical Branch and contracted Substance Abuse Treatment Providers. This requirement may be waived only in special circumstances with the written approval of the superintendent of the WSD or designee.
- H. The colleges/universities shall provide WSD each fall, spring, and summer semester a list of those students who completed their degree requirements that semester, along with an official transcript posted with the graduation date for each offender. Offender transcripts, degree plans, grades, and class records shall be maintained by the colleges and universities, just as those kept for regular on-campus students, and shall be made available to WSD upon request. There shall be no charge for a reasonable number of offender transcripts requested by WSD. A copy of each offender's degree plan shall be provided to the unit education department.
- I. Colleges/Universities are required to utilize the offender's TDCJ incarcerated name on all class rosters, registration and billing documents, graduation lists, diplomas, and any other official college correspondence. Regardless of aliases, names on birth certificates, or other documents an offender might provide, TDCJ/WSD shall only recognize the offender's incarcerated name.

COLLEGE ACADEMIC PROGRAM

The TDCJ and the WSD have cooperative contracts with the below listed community colleges and universities within the state for offering college academic programs.

- I. Two-Year Community Colleges
- Alvin Community College
 - Blinn College
 - Cedar Valley College*
 - Central Texas College
 - Clarendon College
 - Coastal Bend College
 - Lamar State College - Port Arthur
 - Lee College
 - South Plains College*
 - Southwest Texas Junior College
 - Trinity Valley Community College
 - Western Texas College

Community college academic programs include classes that lead to an associate in arts, associate in science, associate in applied science, associate in general studies, and associate of science technology degrees. Advancement toward and completion of a degree is emphasized.

* State appropriated funds not utilized.

- II. Four-Year Universities
- Sam Houston State University*
 - Sul Ross State University Rio Grande College
 - Texas A&M University - Central Texas
 - University of Houston Clear Lake

University academic programs include classes that lead to a bachelor of science, bachelor of arts, bachelor of applied arts and sciences, and bachelor of business administration degrees. Advancement toward and completion of a degree is emphasized.

* State appropriated funds not utilized.

- III. Colleges and Universities Listed by Unit

Alvin Community College	Central Clemens Jester III Ramsey Stringfellow Vance
Blinn College	Pack

	Luther
Cedar Valley College	Hutchins*
Central Texas College	Crain Hilltop Hughes Mountain View Murray San Saba*
Clarendon College	Roach
Coastal Bend College	McConnell Stevenson
Lamar State College - Port Arthur	Gist* Stiles LeBlanc
Lee College	Ellis Estelle Ferguson Hightower Huntsville Wynne
South Plains College	Formby* Wheeler*
Southwest Texas Junior College	Briscoe Dominguez Torres
Sul Ross State University Rio Grande College	Briscoe
Trinity Valley Community College	Beto Coffield Michael
Western Texas College	Daniel Smith Wallace
Sam Houston State University	Wynne*
Texas A&M University - Central Texas	Hughes

Mountain View

University of Houston Clear Lake

Ramsey

* State appropriated funds not utilized

** THEA testing only

ACADEMIC DEGREES OFFERED

The TDCJ/WSD and the college/university jointly make the decision on the educational program to be offered on each unit. The college/university works with the principal and the regional continuing education coordinator in determining which classes shall be offered each semester. Each class shall be applicable toward the associate's, bachelor's, or master's degree offered.

I. Community College Degrees

Alvin Community College	Associate in Arts
Blinn College	Associate in Arts Associate in Science
Cedar Valley College	Associate of Applied Science
Central Texas College	Associate in Arts Associate in Science Associate of Applied Science Associate of General Studies
Clarendon College	Associate in Arts Associate in Science
Coastal Bend College	Associate in Arts Associate of Science Associate of Applied Science
Lamar State College - Port Arthur	Associate in Arts Associate of Science Associate of Applied Science
Lee College	Associate in Arts Associate of Science Associate of Applied Science
South Plains College*	Associate in Arts
Southwest Texas Junior College	Associate in Arts
Trinity Valley Community College	Associate in Arts Associate of Applied Science
Western Texas College	Associate in Arts Associate of Applied Science

II. University Degrees

Sam Houston State University*	Bachelor of Arts in Sociology Bachelor of Science in Sociology
Sul Ross State University Rio Grande College	Bachelor of Business Administration in General Business
Texas A&M University - Central Texas	Bachelor of Applied Arts and Science in Business Occupations Bachelor of Business Administration in Management
University of Houston Clear Lake	Bachelor of Arts in Humanities Bachelor of Science in Behavioral Sciences
University of Houston Clear Lake*	Master of Arts in Humanities Master of Arts in Literature

* State appropriated funds not utilized.

OFFENDER ACADEMIC COLLEGE ELIGIBILITY

The following requirements shall be met for offender enrollment in college academic programs.

I. Academic Associate Programs

These eligibility criteria shall be met by the certification date for each class.

- A. The offender shall have a high school diploma or GED certificate verified by WSD or at least 12 hours of transferable academic college credit from an accredited institution. Offenders who claim college but cannot provide WSD with an official transcript shall be ineligible to participate.
- B. Offenders must not have a major disciplinary finding for six months from their most recent offense hearing date. For reenrollment, the six months is effective as of the class certification date.
- C. Offenders whose custody levels are Level 3 custody or better shall be eligible for participation in college programs in accordance with the eligibility requirements of specific programs. Offenders classified as Level 4 custody may be considered on a case-by-case basis with the warden's approval.
- D. State jail offenders classified as Level 1 and 2 custody shall be eligible for participation in academic programs according to the eligibility requirements of specific programs. State jail offenders classified as Level 4 custody may be considered on a case-by-case basis with the warden's approval.
- E. All offenders, regardless of custody level, shall have a time earning status of Line Class I or better in order to be eligible for college programs.
- F. Offenders assigned to Substance Abuse Felony Punishment (SAFPF) and In-Prison Therapeutic Community (IPTC) facilities shall have the appropriate custody level as determined by the facility.
- G. Students who receive a reduction in time earning status or custody level or conviction of a major case after the course certification date shall not be withdrawn from class unless required by the warden, Unit Classification Committee, or principal.
- H. The offender's projected release or maximum expiration date shall be later than the end of the semester in which the offender shall be enrolled.
- I. Offenders with a parole approval date (FI/FIR) shall participate only at the discretion of the regional continuing education coordinator. It is the responsibility of the college/university to obtain approval prior to enrollment. If the FI/FIR is voted after enrollment, the student may continue until the end of the semester course.
- I. If the offender's voted parole calculated date is the same as the maximum expiration date, and an SA is listed on the parole action computer screen this indicates a Serve-All.

Students with a Serve-All status shall be considered ineligible for state reimbursable funds; all costs shall be paid through TDCJ I-25, direct payment to the college/university, scholarships, Hazelwood, or the Incarcerated Individuals Program (IIP) Grant.

- J. Sex offenders who are identified as having a high or moderate risk level, and who are within two years of release shall not be enrolled, nor be considered for transfer for college academic programs unless they are already assigned to a unit that offers the Sex Offender Treatment Program (SOTP) (Hightower, Goree, Hilltop). The only exception shall be sex offenders with a high or moderate risk level and an Individual Treatment Plan (ITP) participation code that would make them ineligible on their SOTP or Sex Offender Education Program (SOEP) lines. Such participation codes shall include IE, ID, IM, IU, or PA.
- K. While sex offenders are not allowed to enroll in vocational computer related classes, sex offenders pursuing a degree shall be allowed to enroll in an academic computer related class as required by the Academic Degree Plan.
- L. The offender shall not be on WSD suspension from college participation. If the offender has a college eligibility date and it falls before certification date, he/she shall be considered eligible.
- M. Offenders with a verified Immigration and Customs Enforcement (ICE) or felony detainer may participate on a space-available basis if they pay all costs upon registration by TDCJ I-25, direct pay, Hazelwood, or college scholarship. The IIP Grant shall **not** pay for offenders with these detainees.
- N. The offender shall have earned appropriate scores on the Level A Form 5/6, 7/8, or 9/10 Tests of Adult Basic Education (TABE) as listed, or be Texas Higher Education Assessment (THEA) exempt.

Reading	12.0
Math	8.5
Language	8.5

Or composite of 11.0 on the Level A TABE test.

The principal may submit a written request, to the Division of Continuing Education Administrative Office, for an offender who does not meet the TABE score requirement to take the THEA or be placed into a college program. Requests shall be considered on a case by case basis.

- O. The college shall be responsible for determining the offender's readiness to THEA test and time frame to take the test. The offender shall only be allowed to take the THEA test **two** times at the state appropriated or IIP Grant expense. Offenders shall be responsible for the cost of any additional testing.
- P. Offenders shall be exempt from taking the THEA based on exemptions and exceptions

contained within Section 4.54 of the Texas Higher Education Coordinating Board Rules and Regulations. The college is responsible for verifying the exception and notifying the Division of Continuing Education Administrative Office and the unit education department in writing prior to certification date. The THEA Academic Skills Program section of this OP contains additional TABE and THEA guidelines.

Q. Targeting priorities for offenders reimbursing the state, based on length of sentence are listed below.

1. Eligible offenders shall have an initial parole review date of within ten (10) years.
2. Eligible offenders shall then be targeted for entry based on the following categories, with four being the highest priority, and one being low priority. Within each category, offenders shall be ranked based on Projected Release and/or Maximum Expiration Date and age. If space is limited, offenders shall be considered based on the below criteria.
3. Eligible offenders shall receive priority for program placement based on the following:
 - 4 – A Projected Release or Maximum Expiration Date within five years and an age of 35 years or less;
 - 3 – A Projected Release or Maximum Expiration Date within ten (10) years;
 - 2 – A Projected Release or Maximum Expiration Date of 11-15 years; or
 - 1 – No Projected Release date, but has a Maximum Expiration Date within 20 years.
4. Any offender who does not meet or qualify based on the above targeting criteria shall pay for the cost of coursework or qualify for Hazelwood, or any other grants or scholarships.

All eligibility requirements can be verified on the TDCJ Mainframe Computer EDIC “B”, “C”, “E”, “F”, “H”, and “P” screens, ASGN, SOTP, UCR 5 and 12 screens, and/or the WSD Counselor Review Page.

II. Baccalaureate Programs

In addition to meeting the same requirements for the associate program, the following requirements shall also be met for the baccalaureate program.

- A. Eligible offenders who plan to reimburse the state shall have an initial parole review date within five years.
- B. The offender is responsible for all fees associated with obtaining an official transcript from each college or university previously attended, if required by the serving university.

- C. The offender shall have earned an associate degree from an accredited institution with a minimum grade point average of 2.25.
- D. Eligible offenders who have obtained 60 or more university credit hours, prior to incarceration, but do not have an associate degree may request entry into the bachelor's program. The offender's transcript shall be submitted to Counseling, Testing and Records, who shall forward the transcript to the appropriate regional continuing education coordinator. The regional continuing education coordinator shall consult with the contracting university to determine program eligibility.
- E. Some contracting universities may require additional lower level coursework to fulfill degree requirements. If the offender is accepted into the baccalaureate program at the state's expense and is required to enroll in additional lower level coursework to fulfill degree requirements, he/she shall be allowed to use the state's reimbursement funds for the lower level program.
- F. If the offender is accepted in the baccalaureate program by agreeing to pay upon registration by TDCJ I-25 (College 1) or through direct pay, Hazelwood, or any other grants or scholarships, he/she shall utilize the same payment method for lower level coursework.
- G. In the event the baccalaureate program is accepting new students utilizing state reimbursable funds, the students shall be accepted based on their priority category. These include those offenders on the district-wide waiting list, unit waiting list, or those who began the program by paying with TDCJ I-25 or direct pay, who have become eligible for state reimbursement based on priority.

III. Master's Programs

In addition to meeting the same requirements for the associate and baccalaureate programs, the following requirements shall also be met for the master's program.

- A. The offender shall pay expenses for all courses upon registration by TDCJ I-25, direct payments to the university, or qualify for Hazelwood, or any other grants or scholarships.
- B. The offender shall have earned a bachelor's degree from an accredited institution with a minimum grade point average of 3.0.

IV. Post Degree Program Participation

- A. If an offender wants to continue taking courses at the same level of instruction in which he/she already has a degree (whether earned inside or outside of TDCJ), and does not want to work toward a higher degree, the following shall apply.
 - 1. The offender shall pay for the cost of all courses upon registration by TDCJ I-25, direct payment to the university, or qualify for Hazelwood or any college scholarships. Some universities may also charge an administrative fee which the offender shall pay.

2. The offender shall meet all other eligibility requirements.
 3. The offender may enroll on his/her current unit in any course he/she chooses, providing there is space available. Eligible offenders working toward a degree have priority for enrollment.
- B. Offenders who have already earned a degree (inside or outside of the TDCJ) shall not be considered for transfer for the same level of degree, but may request participation in the next higher degree, if all eligibility criteria are met.

PROGRAM PARTICIPATION AND GRADUATION

I. Participation

- A. Students are required to complete their degree objective in the most efficient and economical manner possible. Associate's, bachelor's, and master's degree students shall have a degree plan by the end of the first semester of enrollment in the college's program.
- B. A copy of each offender's degree plan shall be provided by the college or university to the unit education department for its files.
- C. Degree plans cannot be changed at the offender's request without the written approval of the regional continuing education coordinator.

II. Graduation

- A. The college or university shall waive the student's requirement to petition for graduation. Degrees shall be awarded upon the completion of degree requirements, which shall be tracked by the servicing college or university.
- B. An offender may participate in only one graduation ceremony at each degree level (i.e., once for an associate's degree, once for a bachelor's degree, and once for a master's degree).
- C. The exercises shall be held on a unit, which shall be easily accessible for the college or university. Graduation ceremonies shall be held for offenders who earn degrees at a time that is agreeable between the college/university, WSD Regional Office, principal and the warden. When possible, colleges and universities shall share graduation ceremonies on a unit.

III. Offender Eligibility for Attending Graduation

- A. Graduating offenders shall participate in the graduation ceremony during the time period (year) designated for their graduating class (i.e., summer, fall and spring graduates participate at the same ceremony).
- B. The offender shall be least Level 3 custody and Line Class I status with no major disciplinary finding for six months prior to graduation. Level 4 custody offenders may participate with the approval of the host warden and sending warden. Graduating offenders who are no longer assigned to a unit participating in the awarding college's or university's graduation ceremony shall not be transferred for graduation participation.
- C. The principal is responsible for ensuring the Graduation Invitation Forms (College 3 A and B) are completed by the offender graduates, approved by the warden, and submitted to the regional continuing education coordinator as soon as the college or university identifies the graduates, which shall be at least six weeks prior to the scheduled ceremony.

1. Each eligible offender is allowed to have two adult (18 years old and older) guests from his/her approved visitation list. Children (17 years old and younger) may attend without being counted in this number. Additional restrictions may apply. Consult the current Texas Department of Criminal Justice Offender Visitation Plan and the warden. Depending on space available, additional guests may be approved at the discretion of the warden.
 2. Graduating offenders with visitation restrictions regarding children shall attend the graduation ceremony, but attendance at the reception may be denied or restricted at the discretion of the warden of the host unit.
 3. Offenders may invite guests to the ceremony by providing names and addresses on the Graduation Invitation Forms (College 3 A and B). Each principal shall obtain their warden's approval for the guests prior to invitations being mailed.
 4. Offender security clearance shall be coordinated through the principal, regional continuing education coordinator, host warden and sending warden.
- D. In addition to processing the Graduation Invitation Forms, the principal is responsible for all unit activities associated with hosting the graduation, including but not limited to:
1. Coordinating with unit security for the accommodation of additional offenders and visitors who shall be on the unit for the ceremony;
 2. Reserving appropriate rooms, gyms, or chapels with adequate space for accommodating the graduates, contracted personnel, and visitors;
 3. Arranging for additional offender meals, if needed, and refreshments for the visitation after the ceremony;
 4. Arranging for the unit Chaplain to be present for the ceremony and briefing him/her on any special announcements he/she needs to make;
 5. Ensuring the facility (e.g., chapel) is clean and has appropriate seating;
 6. Ensuring the sound or public address system is in working order; and
 7. Ensuring that any music performed by offender bands or choirs is appropriate for a graduation ceremony.
- E. The regional continuing education coordinator is responsible for the college graduation ceremonies in the respective region, to include, but not limited to:
1. Coordinating date and site selection;
 2. Ordering the invitations through the WSD Media Center;
 3. Ordering envelopes so the invitations can be mailed;

4. Making arrangements for pictures of graduates and assuring that all offender graduates complete and sign the TDCJ Media Release Forms (College 4A or B);
5. Mailing the invitations at least three weeks prior to the ceremony;
6. Addressing last-minute follow-ups related to offenders' visitors, including telephone calls to the guests, if necessary;
7. Compiling for unit security a list of all offender graduates' visitors, contracted personnel, and dignitaries who are expected to attend or participate in the graduation ceremony;
8. Coordinating with the college or university details for graduates such as appropriate dress (cap and gown if available), seating arrangements, marching order, processional, and recessional for offenders;
9. Coordinating with the college/university a "practice" for the graduates, if deemed necessary;
10. Ensuring appropriate seating for the stage party, faculty, and staff;
11. Providing the college or university the TDCJ data needed for the graduation program; and
12. Providing instructions to the stage party on the marching order and seating arrangements.

IV. Unit Transfers for Graduation

Transporting offenders for graduation shall be available only for those offenders assigned to a facility that is participating in the college graduation ceremony. If an offender wishes to participate in a college graduation ceremony, he/she shall wait until after the ceremony has taken place to request the unit transfer for the next higher program.

ACADEMIC ATTENDANCE ACCOUNTING PROCEDURES

I. College Instructor Responsibilities

- A. College academic instructors shall be responsible for recording the proper attendance of the students. Attendance accounting procedures shall be explained to new instructors by the principal or designee, in person or in writing, before the first class meeting.
- B. The principal's office shall provide to the academic instructors a computer-generated official class roster each day the class is scheduled to meet.
 - 1. An "A" shall be marked in black, moisture proof, non-erasable ink only (no gel pens) by the instructor on the line of the roster beside the name for students who are absent. These are the only entries to be made on the rosters.
 - 2. The line is left blank beside the name of students who are present.
- C. The determination of absent or present for a student who is not present the entire class period shall be made by the college instructor based on attendance policy set by the servicing college or university. In the event the contracting college/university does not have an attendance policy, the acceptable amount of attendance in the classroom by the student shall be one-half of the scheduled class time.
- D. Official class rosters shall not be reproduced/photocopied except in accordance with WSD OP-09.02, "Student Attendance Accounting."
- E. The completed class roster shall be signed by the college instructor/proctor certifying its accuracy. The roster shall be submitted to the unit education department upon the close of each class meeting.

II. Unit Education Staff Responsibilities

- A. "0" for absent or "1" for present shall be entered in the education department computer for student accounting purposes.
- B. If a college instructor/proctor is absent, the principal or designee shall designate on the roster that the teacher was absent. A "T" shall be entered in the computer for accounting purposes.
- C. At the end of each month, the principal's office shall process the Official Attendance Summary and the Official Attendance Record (OAR) for the college in the manner described in WSD OP-09.02, Student Attendance Accounting, with the following exceptions:
 - 1. The college instructors shall not sign these documents.
 - 2. The principal or designee shall reconcile the OAR and verify the accuracy of the Official Attendance Summary.

3. If corrections to these documents are necessary, the principal or designee shall also make the same corrections to the electronic attendance file in the computer.
4. The principal shall sign the OAR and Official Attendance Summary.

UNIT TRANSFER PROCEDURES FOR COLLEGE ACADEMIC PARTICIPATION

Offenders housed on a unit that does not offer the academic program for which they qualify (i.e., associate's, bachelor's, or master's) may request a unit transfer for participation by submitting the appropriate college transfer request forms (College 5-7) to the principal for approval. The principal shall submit the transfer forms and any applicable education verification forms to WSD Counseling, Testing and Records.

I. Two-Year College

- A. Offenders who have already earned a degree (inside or outside of the TDCJ) shall not be considered for transfer for the same level of degree, but may request participation in the next higher degree.
- B. Offenders shall attend the two-year college program that is available on their current unit. An exception to this rule may be allowed if the offender has a degree plan on file with a different contracting college with at least 75% of the course work completed.

II. Four-Year University

- A. Offenders who qualify, but have never attended a four-year university program may request any contracting university program offered by TDCJ/WSD, regardless of available programming on current unit of assignment.
- B. Offenders who have already earned college credit hours at the baccalaureate level within TDCJ shall attend the university where previously enrolled. The offender shall be considered for transfer to a different contracting university only if the offender has a degree plan on file with that university with at least 75% of the course work completed.

III. Transfer Process

- A. All transfer request forms are initiated at the unit and forwarded to WSD Counseling, Testing and Records for approval; however, the final decision to transfer the offender is made by the TDCJ State Classification and Records Department. These requests may be submitted any time during the year, and offenders shall be considered for transfer as soon as possible based on priority as identified in this OP. The following are examples of transfer forms:
 - 1. College 5 - College Program Transfer Request for Two-Year Degree;
 - 2. College 6 - College Program Transfer Request for Four-Year Degree; and
 - 3. College 7 - College Program Transfer Request for Master's Degree.

A notation stating "Incarcerated Individuals Program Grant" shall be indicated on the appropriate transfer form when the forms are submitted. These forms may be ordered from the WSD Media Center or printed from the Share Drive.

- B. If a female offender qualifies for an academic program not available on the unit of assignment, a transfer request shall be submitted in accordance with the transfer process in place through the Gatesville area unit Classification Departments, with final transfer approval from the TDCJ Regional Office.
- C. Offenders who request a transfer shall meet all eligibility requirements specified in the offender eligibility section of this OP prior to submitting their request.
- D. A transcript copy from each college or university previously attended shall accompany the transfer request form. If the official transcripts are not found in the WSD Records Department, the transfer request form may be returned to the unit so an official transcript can be ordered.
- E. Once the transfer request is submitted to WSD Counseling, Testing and Records, unit personnel shall add the offender's name to the district-wide waiting list in accordance with procedures outlined by WSD Counseling, Testing and Records.
- F. If an offender refuses to participate in any post-secondary program after being transferred for that purpose, he/she shall be suspended from further participation in any college program for two calendar years from the date of refusal. The principal shall obtain a refusal signature. The unit education department shall notify by e-mail the name of the refusing offender to WSD Counseling, Testing and Records and to the Administrator of Post-Secondary Programs in Huntsville.

EDUCATION VERIFICATION AND TRANSCRIPT ORDERING PROCEDURES

I. Education Verification Procedures

When an offender applies for the college program, the following steps shall be taken by the unit education department staff:

- A. Check "Sec. Ed. Claim:," "Col. Ed. Claim:," and "Ver:" sections on the EDIC screen to determine what grade level has been verified.
- B. If the "Sec. Ed. Claim:" is 11 or lower, it is not necessary to verify the claim.
- C. If the "Sec. Ed. Claim:" is 12H or G, and there is nothing in the "Ver:" space, the education level shall be verified. The WSD unit counselor or principal is responsible for initiating the verification process.
- D. If the claim for "Sec. Ed. Claim:" is 12H or G, and the "Ver:" column indicates a 12H or G, it is not necessary to send for additional verification. A copy of the screen indicating the verified 12H or G shall be provided to the college.
- E. If the "inside TDCJ-ID" section indicates a "Y" for "GED", it is not necessary to send for additional verification. A copy of the screen indicating the verified GED shall be provided to the college.

II. College Transcript Ordering Procedures

The following steps are to be followed in the process of sending for transcripts to verify a college claim.

- A. When a unit or college/university is in need of a transcript, the unit shall be responsible for initiating the processing of the College Verification Form, HD-320 (College 8). For instructions on how to obtain transcripts, refer to the following sections in the Records Department Handbook located on the WSD intranet:
 1. Verifying College Claims (provides instructions on how to verify college education claims); and
 2. Colleges Requiring a Fee for Records.
- B. When contracted personnel assist the offender with the completion of the HD-320 form, the college personnel shall submit the form to the unit education department for processing. Unit education staff shall be responsible for ensuring that the HD-320 is filled out correctly.

TEXAS HIGHER EDUCATION ASSESSMENT (THEA) ACADEMIC SKILLS PROGRAM

The THEA Academic Skills Program is an instructional program that measures college readiness in reading, writing, and mathematics, and includes a written essay. Each offender is provided with information regarding THEA test results. The offender shall be limited to a maximum of two times to take the THEA test from state appropriated or the IIP Grant funds.

In order to take the THEA, offenders must meet the Tests of Adult Basic Education (TABE) requirements unless they are THEA exempt. THEA testers must also meet the requirements for academic associate programs, as described in the Offender Academic College Eligibility section of this policy. Offenders may be exempt from taking the THEA based on exemptions and exceptions contained within Section 4.54 of the Texas Higher Education Coordinating Board Rules and Regulations. The college is responsible for verifying exemptions and notifying the Division of Continuing Education Office and unit education department in writing prior to certification date

I. TABE Requirements

- A. Once an offender applies for academic college and meets the college and TDCJ requirements for participation, he/she shall achieve the below listed Level A TABE scores to qualify for college academic enrollment. (TABE scores from test forms 5/6 7/8, and 9/10 can be combined for THEA qualification and can be found on the EDIC “B” and “E” screens.)

Reading 12.0

Math 8.5

Language 8.5

Or a composite of 11.0 on the Level A TABE test.

- B. The principal may submit a request by e-mail, to the Division of Continuing Education Administrative Office, for an offender who does not meet the TABE score requirement to take the THEA. Requests shall be considered on a case by case basis.
- C. Prior to a vocational student becoming an academic student, the student shall satisfy level A TABE and THEA requirements.
- D. Offenders who do not meet the TABE requirements, but passed one portion of the THEA prior to incarceration shall be eligible to attend college.
- E. Offenders who are exempt from taking the THEA test are not required to meet the TABE requirements for college participation.
- F. An offender desiring to attend college who is required to take the THEA, has not taken the THEA, and does not have the appropriate level A TABE scores is not eligible for college participation. Offenders who have less than the required TABE scores may enroll in WSD academic training if eligible, or college preparatory classes if available, and take the TABE again at the next appropriate time.

- G. Offenders transferring at least 12 college academic credit hours from "free-world" institutions who have not taken the THEA test shall do so in accordance with THEA rules and regulations and shall not be subject to meeting TABE requirements.

II. TABE Procedures

- A. The WSD TABE testing guidelines shall be followed in determining which level TABE the offender is qualified to take (E, M, D, or A) Only scores attained on TABE A Level shall be considered for college academic eligibility purposes.
- B. An offender with a deficient score in any area of the TABE may be enrolled in WSD academic training to prepare for taking the TABE again, if all WSD eligibility requirements are met. Such placement shall be in accordance with district ITP placement policies and procedures (WBP-08.01, "Student Eligibility for Windham School District Programs).

III. THEA Test Requirements

- A. Each offender shall be tested for reading, writing, and mathematics skills prior to enrolling in any collegiate-level academic credit or developmental courses, or be exempt from THEA testing.
- B. The servicing college shall determine when the offender shall take the THEA test.
- C. No offender may be enrolled for college-level developmental courses until he/she has failed an area of the THEA test (Reading, Math, or Language) unless the servicing college offers the course at no charge. Only one year of developmental coursework may be paid for with state or grant funds. For this purpose, "one year" shall be defined as three semesters per testing area, and need not be consecutive.
- D. Offenders who enroll only in a vocational credit, noncredit, or workforce program of one year or less (42 or fewer semester credit hours) are not subject to THEA.

IV. THEA Registration

- A. All offenders who are required to take the THEA shall take the THEA test prior to enrollment in an academic program.
- B. In order to take the THEA test, an offender shall meet all offender eligibility criteria requirements.
- C. It shall be the responsibility of the college to provide and supervise the completion of the THEA registration form.
- D. The unit education department that has a college program shall obtain approval for offenders to take the THEA at least two weeks prior to the test date. This approval shall be obtained from the Division of Continuing Education. The college and the unit shall be notified of the approved testers a minimum of five days prior to the test date. No offenders shall be added to the approved list after approval has been granted.

- E. The offender shall pay the THEA test costs at test registration with a TDCJ I-25 (College 1), or qualify for the IIP Grant, Texas Public Education Grant, or State Reimbursable Costs. The funds in the Inmate Trust Fund account shall be placed on hold before the THEA test is administered. It shall be the responsibility of the WSD unit education staff to process the TDCJ I-25 in accordance with procedures. The TDCJ I-25 shall be made payable to the WSD and shall accompany the Offender Withdrawal Header when sent to the Division of Continuing Education. The TDCJ I-25 shall be sent to the Division of Continuing Education immediately after the THEA has been taken.
- F. It shall be the responsibility of the WSD to identify test sites, arrange for security, and lay-in the offenders for the test.
- G. It shall be the responsibility of the college to handle test materials and provide personnel necessary for the administration of all tests. All proctors shall be on the approved contracted personnel list.

V. Unsatisfactory THEA Score(s)

- A. An offender whose performance is below the minimum passing standard set by the Texas Higher Education Coordinating Board (THECB) for a tested skill area shall participate in a developmental education program in accordance with the servicing college's developmental policy. Minimum state standards are: Reading 230, Math 230, and Language 220 with a score of five. However, some colleges may have higher standards.
- B. Colleges/Universities shall clearly indicate on the offender's official transcript the fact that the offender has successfully met the THEA requirements.
- C. Offenders who achieve the minimum passing standard on all parts of the THEA test shall be allowed to participate in college programs as described in this OP and the college bulletin.

VI. College Credit Hours

Once enrolled in college, the servicing college is responsible for placing the student into appropriate courses based on THEA results. Students shall be allowed to earn college credit hours in compliance with THEA rules and regulations established by the THECB.

COLLEGE VOCATIONAL PROGRAM

Vocational programs are offered through contractual agreements with community colleges serving the geographic area where TDCJ facilities are located. Training in occupational trades is provided through shop training and classroom instruction. Colleges that offer vocational training programs are listed below.

I. Two-Year Community Colleges

Alvin Community College
Amarillo College
Blinn College
Central Texas College
Clarendon College
Coastal Bend College
Lone Star College - Kingwood*
Lamar State College - Port Arthur
Lee College
Texas State Technical College - Breckenridge*
Trinity Valley Community College
Southwest Texas Junior College
Western Texas College

* State appropriated funds not utilized

II. Vocational Credit/Non-Credit Programs

- A. The TDCJ/WSD and the college jointly make the decision on the vocational program to be offered on each unit.
- B. Vocational programs are organized in a variety of configurations in order to best serve the needs of the offender and the TDCJ. Some of the criteria used in determining appropriate programming include the following:
 1. The job market demand for persons trained in a particular vocational area;
 2. The availability and interest of targeted offenders;
 3. The manpower needs of the TDCJ;
 4. The availability of appropriate instructional space;
 5. The costs to equip and support the training facility;
 6. The ability of the participating college to provide the program and a qualified instructor; and
 7. The availability of offender housing at designated units.

III. Community College Workforce Non-Credit Programs

Workforce Education classes are a broad-based series of courses, which are offered through continuing education units (CEU) and are conducted in a competency-based format. Workforce Education courses have specific occupational and/or apprenticeship instructional objectives and are provided through the IIP Grant or self-pay if space is available.

IV. Shop Safety

- A. While the college instructor bears the primary responsibility, shop safety for college vocational programs is a shared responsibility between the college, the principal, and the unit Safety Officer. In shop settings such as a bus barn or mechanical shop, the TDCJ shop supervisors also share responsibility for safety.
- B. College instructors shall maintain safety in their shops in a manner that is in compliance with all college, WSD, unit, and other applicable TDCJ safety requirements, policies and procedures.
- C. Student safety issues and procedures are covered by the instructors and are built into the course curriculum. Students shall not use tools until appropriate safety training has been successfully completed.
- D. The college instructors shall receive appropriate safety training from the college as well as from the TDCJ, and documentation of such training shall be included in Semester Reports provided by the college to the Division of Continuing Education on an annual basis. All safety information and subsequent updates relative to a college vocational shop shall be provided to the college instructor by the principal.
- E. The principals shall inspect the college vocational shop areas on their unit in the same fashion as if it were a WSD shop. The principal shall provide the college liaison written notification of violations of safety rules and regulations, and the college shall be responsible for the necessary corrective action. The college liaison shall provide the Division of Continuing Education Administrative Office a written response regarding corrective actions taken.
- F. The college liaison shall make periodic inspections of the shops and report the findings to the principal and the Division of Continuing Education Administrative Office. The regional continuing education coordinator shall inspect the college vocational shops yearly, using the WSD Operational Review as a guide, and report the findings to the college, the principal, and the Division of Continuing Education.

OFFENDER VOCATIONAL COLLEGE ELIGIBILITY

I. Vocational Program Qualifications

Qualified offenders shall be placed into vocational training programs in priority order. Priority shall be given to offenders with the least amount of time remaining before release from TDCJ, based on projected release date or maximum expiration date. In addition, the following requirements shall be met:

- A. The offender shall have a high school diploma or GED certificate verified by WSD, or at least 12 hours of transferable college academic credit from an accredited institution.
- B. Offenders assigned to prisons shall be at least Level 2 custody and line class 1 status. Level 3 and 4 custody offenders may have access to vocational programs, as determined by the warden, based on the location of vocational shops. Offenders classified as Level 2 custody or better shall be eligible for participation in college programs in accordance with and the eligibility requirements of specific programs. Offenders classified as Level 3 or Level 4 custody may be considered on a case-by-case basis with the warden's approval.
- C. State jail offenders classified as Level 1 and 2 custody shall be eligible for participation in academic programs according to the eligibility requirements of specific programs. State jail offenders classified as Level 4 custody may be considered on a case-by-case basis with the warden's approval.
- D. All offenders, regardless of custody level, shall have a time earning status of line class 1 or better in order to be eligible for college programs.
- E. Offenders assigned to a SAFPF shall have the appropriate custody level as determined by the facility.
- F. Offenders must not have a major disciplinary finding for six months from their most recent offense hearing date. For reenrollment, the six months is effective as of the class certification date.
- G. If a student receives a reduction in time earning status or custody level or conviction of a major case after the course certification date, the student shall not be withdrawn from class unless required by the warden, unit Classification Committee, or principal.
- H. The offender's projected release or maximum expiration date shall be later than the end of the semester in which the offender shall be enrolled.
- I. Offenders with a parole "FI" action date prior to the certification date of the first cycle of a vocational program shall not be eligible for state reimbursement funds. Continued enrollment, if previously enrolled, after receiving a FI action shall be at the discretion of the regional continuing education coordinator, to include the determination of eligibility for the use of reimbursable or IIP Grant funds.

- J. If the offender's voted parole calculated date is the same as the maximum expiration date, and an SA is listed on the parole action computer screen this indicates a Serve-All. Offenders with a Serve-All status are not eligible for state reimbursement and shall be required to pay all tuition and fees upon registration or qualify for any grant or scholarship funding.
- K. Sex offenders who are identified as having a high or moderate risk level, and who are within 2 years of release shall not be enrolled, nor be considered for transfer to such programs unless they are already assigned to a unit that offers the SOTP (Hightower, Goree, and Hilltop). The exception to this would be sex offenders who have a high or moderate risk level but have an ITP participation code that would make them ineligible on their SOTP or SOEP lines. Such codes would include IE, ID, IM, IU, or PA.
- L. Sex offenders shall not be enrolled in the following programs:
1. Computer Networking;
 2. Computer Repair;
 3. Computer Web Authoring;
 4. Data Processing;
 5. Desktop Publishing;
 6. Drafting;
 7. Electronics,
 8. Office Administration; and
 9. Truck Driving.
- M. The offender shall not be on WSD suspension from college participation. If the offender has a college eligibility date and it falls before the certification date, he/she shall be considered eligible.
- N. The offender shall have an appropriate composite TABE score from test forms 5/6, 7/8, or 09/10, or 12 hours of transferable academic college credit accepted by contracting colleges/universities. Since the composite TABE score may not change when an offender re-tests in a portion of the TABE, the composite score requirement may be waived if each tested area indicates an individual score of at least that of the composite requirement. The principal may submit a written request, to the Division of Continuing Education Administrative Office, for an offender who does not meet the TABE score requirement to be placed into a college program. Requests shall be considered on a case by case basis.
- O. Offenders may complete as many as two different college-level credit hour vocational programs, only one of which may be outside of five years of projected release date or

maximum expiration date. Prior degrees (i.e., associate's, bachelor's, master's) shall not prohibit eligible offenders from participation. A college, TDCJ Department, or WSD Division may request in writing, an exception or waiver to the eligibility criteria if deemed in the best interest of the offender or entity making the request. The exception/waiver shall be submitted in writing to the Division of Continuing Education Administrative Office for approval. Appropriate Continuing Education staff shall notify the college in writing of the approval or denial of the request. The following examples of requested exceptions are allowed only if space is available in the classroom:

1. Sex offenders, who completed computer related training prior to restrictions being in place, may request an exception to attend a non-computer related program.
2. Offenders who have been parole eligible for 10 years at the beginning of the semester, and have no projected release date, may request an exception to attend their second vocational program.
3. Offenders who have taken two vocational programs more than 10 years ago may request an exception to attend a third vocational trade if they are within two years of projected release.
4. Offenders whose initial degree plan requires them to enroll in an additional vocational trade.

Other exceptions shall be reviewed on a case by case basis by the Division of Continuing Education to determine if an exception shall be granted. The Offender Request for Additional Vocational Training form (College 9) shall be completed for all exception requests and shall be forwarded to the Administrator of Post-Secondary Programs for processing.

Offenders with a verified ICE, or felony detainer may participate on a space available basis if they pay all reimbursable costs upon registration by the TDCJ I-25 process or direct pay.

- P. The offender shall enroll in Project Re-Integration of Offenders (RIO) if eligible for Project RIO services.
- Q. Offenders shall be able to successfully complete the physical requirements of the course.
- R. The offender is responsible for all costs of the course upon registration by reimbursing the state after release for expenses incurred, or paying by the TDCJ I-25 process, direct pay, or qualifying for grant or scholarship funding.
- S. An offender who requests to repeat a vocational training course for which he/she previously earned a certificate may do so only at his/her own expense, on a space-available basis, and only if that course is at the offender's current unit of assignment. All other eligibility requirements and applicable procedures addressed in this OP shall be followed in processing these requests.

T. In order to receive a CDL for the Truck Driving program, student shall obtain a social security card and a certified copy of his/her birth certificate.

II. Vocational TABE Requirements	TABE Composite
Advanced Baking****	7.5, Level A or D
Air Conditioning and Refrigeration Repair	8.0, Level A or D
Auto Body Repair	7.5, Level A or D
Auto Mechanics	7.5, Level A or D
Cabinet Making	7.5, Level A or D
Computer Networking ***	9.5, Level A
Computer Repair ***	9.0, Level A
Computer Web Authoring ***	9.5, Level A
Construction Carpentry	7.5, Level A or D
Culinary Arts/Hospitality Management	9.5, Level A
Data Processing/Computer Science ****	9.5, Level A
Desktop Publishing ***	9.0, Level A
Diesel Mechanics	7.5, Level A or D
Drafting ***	9.0, Level A
Electrical Trades	8.0, Level A or D
Electronics ***	8.5, Level A or D
Food Service Preparation****	7.5, Level A or D
Graphic Arts **	9.5, Level A
Horticulture	7.5, Level A or D
Logistics *	7.5, Level A or D
Masonry	6.5, Level A or D
Office Administration ***	9.5, Level A
Truck Driving***	8.0, Level A or D
Advanced Welding (Welding Prerequisite)	7.5, Level A or D
Welding	7.5, Level A or D

* No Transfers

** Female Offenders Only

*** No Sex Offenders

**** Kitchen Captain Referrals only

ATTENDANCE ACCOUNTING PROCEDURES FOR VOCATIONAL CREDIT/NON-CREDIT AND WORKFORCE EDUCATION

I. College Instructor Responsibilities

- A. College vocational instructors shall be responsible for recording the attendance of their students. Attendance accounting procedures shall be explained to new instructors by the principal or designee by or on the first class enrollment period.
- B. The principal's office shall provide to the vocational instructors a computer-generated class roster each day the vocational class is scheduled to meet. The instructor shall mark the line beside each student's name with the exact number of hours each student attends class. Minutes are to be rounded to the nearest whole hour as indicated below:
 - 1. 30 minutes or more shall be counted as an hour;
 - 2. 29 minutes or less shall not be counted.

This "rounding off" occurs for a given class period, not for each hour of class.

If a vocational student is absent from class, the line beside the student's name shall be marked with a zero.

- C. The completed class roster shall be signed by the instructor, certifying its accuracy. The roster shall be submitted to the unit education department upon the close of each class meeting.
- D. Photocopies of official attendance documents shall be made only with the written approval of the division director of the Division of Operational Support, or his/her designee, and shall be in compliance with OP-09.02, "Student Attendance Accounting."

II. Principal Responsibilities

- A. The principal shall ensure that the exact number of hours marked beside the student's name shall be entered in the education department computer for attendance accounting purposes.
- B. If a college vocational instructor is absent, the principal's office shall designate on the roster that the teacher was absent. A "T" shall be entered on the computer for accounting purposes.
- C. At the end of each month, the principal's office shall produce the Official Attendance Summary and the Official Attendance Record (OAR) for the college in the same manner as with WSD attendance (refer to OP-09.02, Student Attendance Accounting). The college instructors shall not sign these documents.

III. Document Verification and Processing

The college vocational instructor shall then reconcile the OAR and verify the accuracy of the

Official Attendance Summary. If corrections to these documents are made, the principal or designee shall also make the same corrections in the electronic attendance file in the computer. The college vocational instructor shall sign the OAR and the principal or designee shall sign the Official Attendance Summary and submit to the Regional Administrative Office, along with the WSD attendance records and special attendance records, to be processed in accordance with the WSD Records Retention Schedule.

IV. Document Management

All college rosters, OARs, and the Official Attendance Summary shall be maintained by the principal's office in the same manner as the WSD attendance records and in accordance with the WSD Attendance Accounting Procedures (refer to OP-09.02, Student Attendance Accounting).

ADDITIONAL CREDIT HOUR VOCATIONAL TRAINING

In order for an offender to enroll in more than two college-level credit hour vocational courses, prior written approval shall be received from the Division of Continuing Education. (Refer to the Offender Vocational College Eligibility section of this OP for program exceptions.) To qualify for an additional vocational course, utilizing state reimbursable funds, the offender's projected release date or maximum expiration date shall be within two years. The following procedures shall be used to obtain this written approval:

- The offender requests additional training by contacting the college counselor/advisor or WSD counselor. The college counselor/advisor or WSD counselor shall assist the offender with completing the Offender Request for Additional Vocational Training (College 9) and forward the form to the Division of Continuing Education Administrative Office for processing.
- The Division of Continuing Education shall determine the offender's eligibility by reviewing the eligibility criteria contained in this OP.
- The Administrator of Post-Secondary Programs shall review the request and shall approve or deny the request.
- The Administrator of Post-Secondary Programs shall send the form to the offender and principal with the final disposition of the request.

Offenders requesting to enroll in an additional vocational program at their current unit of assignment, and who are not within five years of projected release or maximum expiration date, may enroll at their own expense. Offenders in this category shall meet all other eligibility requirements for enrollment and, if space is available in the class, may enroll without completing the Offender Request for Additional Vocational Training form.

Offenders who have completed the maximum number of vocational programs and/or are not within the five years of projected release date or maximum expiration date shall not be considered for transfer.

EMPLOYEE UTILIZATION OF VOCATIONAL SHOPS

The use of any vocational training shop, whether college-only or shared with the WSD, shall be in compliance with TDCJ Administrative Directive (AD)-07.10. “Operation of Career and Technology Education (CTE) Shops.”

OFFENDER SELECTION AND COURSE ENROLLMENT FOR VOCATIONAL TRAINING

I. Offender Selection Procedures

A. Offenders shall be assessed and referred for a vocational training course by a college counselor/advisor or WSD counselor. Placement into the course shall be based on offender eligibility and the following:

1. Offender interest;
2. Recommendation from the college counselor/advisor or WSD counselor; and
3. Recommendation from TDCJ for potential job assignment.

B. Referrals for vocational training shall be processed as follows for on-unit enrollment as well as off-unit transfers.

1. Applicants shall be screened by the WSD unit education department staff for eligibility; however, WSD shall allow contracted personnel to assist with the identifying, screening, and selection process if agreed to by the unit education department and the servicing college.
2. Eligible offenders shall be placed on the district-wide waiting list, utilizing procedures established by WSD Counseling, Testing and Records. For tracking purposes, all offenders are placed on the district-wide waiting list.

Note: Offenders shall not be transferred if the requested course is available on their current unit.

3. Offenders housed on a unit that does not offer the vocational program for which they qualify may request a unit transfer for participation by submitting the College Program Transfer Request for Vocational Training (College 11) to the principal for approval. If the offender chooses to pay by TDCJ I-25, or Hazelwood, the principal shall forward the College Program Transfer Request for Vocational Training form to WSD Counseling, Testing and Records with the method of payment indicated and any I-25 or Hazelwood paperwork attached to the form. A copy of the form shall be maintained in the offender's education folder.

II. Program Transfers

A. In the event classes cannot be filled from the unit applicants, the education department shall notify WSD Counseling, Testing and Records that offenders are needed for placement in vocational training programs on their unit. The transfer office shall arrange unit transfers, through the TDCJ Classification Department, for offenders who are on the waiting list for vocational program placement. An offender who is transferred for a college vocational program shall be enrolled at the next available enrollment opportunity.

- B. If an offender refuses to participate in any training course after being transferred for that purpose, he/she shall be suspended from further participation in any college academic or vocational program for two calendar years from the date of refusal. The unit education department shall notify WSD Counseling, Testing and Records and the Division of Continuing Education Administrative Office by e-mailing the name and TDCJ number of an offender who refuses to participate in the post-secondary program for which he/she was transferred.

- C. Once an offender has been considered for placement in a vocational course by WSD Counseling, Testing and Records, his name shall be removed from any other course waiting list.

INCARCERATED INDIVIDUALS PROGRAM (IIP) GRANT

The IIP Grant rules and regulations shall be strictly adhered to while providing post-secondary education courses to qualifying offenders.

The unit education department shall be responsible for the initial screening and approval for participation. Contracted personnel may assist with the screening if agreed to by all parties.

Tuition for college academic credit courses, developmental courses required as a result of THEA failure, vocational credit and Workforce Education (clock-hour) courses, fees, and THEA can be paid by these funds. Only one year of developmental coursework may be paid with IIP Grant funds. For this purpose, "one year" shall be defined as three semesters per testing area and need not be consecutive.

A unit listing of offenders who meet the basic requirements of age and initial parole or projected release date, and have a high school diploma or GED certificate verified by WSD and no major disciplinary findings, can be generated by the grant administrator and/or accessed by the units, colleges/universities, and regions as needed.

INCARCERATED INDIVIDUALS PROGRAM GRANT ELIGIBILITY CRITERIA

All students participating in post-secondary credit-hour academic and/or vocational courses shall meet all requirements specified in this OP. The unit education department shall be responsible for ensuring all IIP Grant eligibility criteria are met. The following additional requirements shall also be met in order to qualify for the IIP Grant. The offender shall:

- Be less than 36 years of age on the class certification date (vocational course – initial class certification date) for the program in which the offender is enrolling.
- Be eligible for parole or release within seven years. For the purpose of qualifying for this grant, “eligible for parole or release within seven years” shall include initial parole review date, voted parole action date, projected release, or maximum expiration date.
- Have a high school diploma or GED certificate verified by WSD.
- Not have a verified ICE, or felony detainer (excluding state jail detainees).
- Not have been convicted of a "criminal offense against a victim who is a minor" or a "sexually violent offense" such as terms defined in the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (42 U.S.C. 14071 et seq.) or murder, as described in section 1111 of title 18, United States Code.
- Not have a Y, M or H Risk Level on the Sex Offender Tracking Program, Treatment Participation screen (CSSXOT18/CSSX18).
- Not have the AD-04.09 field set to Y (CSSXOT18/CSSX18).

Offenders shall not enroll in a combination of more than three academic and/or vocational courses per semester using IIP Grant funds. An offender shall be eligible to use IIP Grant funds for only two college credit-hour vocational courses. Any previous college credit-hour vocational courses taken shall count toward the two-course limit.

Exception: The college counselor/advisor may submit a recommendation to the regional continuing education coordinator for an exception to the three-course limit per semester. The regional continuing education coordinator shall approve/deny the request.

An offender who has requested and qualified for a vocational course (paid with IIP Grant funds), that is available on the offender’s current unit, may be given priority for enrollment in that course over other offenders on that unit whose projected release date is greater than five years.

CLASS ENROLLMENT DOCUMENTS

Withdrawals and Completions

Unexcused withdrawals (refer to Class Attendance and Withdrawal Procedures in this OP) for IIP offenders shall be handled in the same manner as for all other offender college programs. Unexcused withdrawals from Workforce Education courses shall result in the offender being prohibited from enrolling in any post-secondary coursework for a period of one year from the withdrawal date.

All paperwork, (e.g., academic, vocational, and Workforce Education withdrawal forms and vocational and Workforce Education completions) shall be sent by the unit to the regional continuing education coordinator. The regional continuing education coordinator shall process as is required in this OP.

A copy of each academic and/or vocational withdrawal form shall be maintained by the regional continuing education coordinator in the regional office.

A copy of the Monthly Achievement Report (College 10) for IIP offenders shall be produced by the unit education secretary and forwarded to the regional continuing education coordinator. The report shall be maintained by the regional continuing education coordinator and a copy shall be submitted to the TDCJ State Classification Department.

INCARCERATED INDIVIDUALS PROGRAM GRANT PAYMENT PROCESS

I. College and University Billing Roster

- A. The college/university shall prepare a separate billing roster consisting of offenders who qualify for the grant funds. The IIP Grant billing roster shall be sent by the college/university to the regional continuing education coordinator for his/her review and approval. After the billing roster has been verified, the regional continuing education coordinator shall then forward the billing roster to the grant administrator after all discrepancies have been resolved.
- B. It shall be the responsibility of the regional continuing education coordinator to ensure that a charge does not get posted to the IIP offender's Post-secondary Education Reimbursement (PSER) account.
- C. Billing rosters for credit-hour academic and vocational courses and non-credit vocational courses shall be based on the tuition and fee schedule in Attachment B or B1 of the interlocal/interagency contract. Billing rosters for Workforce Education courses shall be based on the tuition and fee schedule in Attachment B2 of the interlocal contract.
- D. An original billing roster and one copy shall be submitted to the grant administrator and shall include the following:
 - 1. Billing Roster;
 - 2. Payment Information Cover Sheet;
 - 3. College Cover Letter (Invoice);
 - 4. College/University Billing Certification Statement; and
 - 5. Edit Reject.

II. Grant Limitations

- A. IIP Grant offenders are allotted no more than \$2,400 per grant year.
- B. The "grant year" begins October 1 and ends September 30 of the following calendar year. Academic, vocational and workforce billings that begin with enrollments and certification dates on or after October 1 shall be paid from the new grant year funds. Enrollments with certification dates in September shall be paid from previous grant year funds.
- C. The college/university and the grant administrator shall track these expenditures. The unit education staff shall run the annual grant cap report after each enrollment period to determine if the offender has spent more than the \$2,400 limit. Any expenses incurred by an offender beyond the \$2,400 shall be paid by the college/university. If an offender is eligible for state reimbursement and the college/university has state contract money available this may be utilized for costs exceeding \$2,400.

D. Qualified offenders shall only be eligible to receive grant funding for seven years.

III. Textbooks

Offenders utilizing the IIP Grant shall have textbooks purchased in the same manner as all other textbooks and in compliance with the college/university contract. The regional continuing education coordinator and the college/university shall work together to identify the books that were purchased for use by IIP Grant offenders and the college/university shall provide the regional continuing education coordinator a separate invoice for the IIP Grant textbooks. The regional continuing education coordinator shall verify the accuracy of the IIP Grant textbook billing and forward it to the grant administrator for payment. Textbooks shall be purchased for IIP Grant offenders on an individual basis or for the entire class if a majority of the class is comprised of IIP Grant offenders.

WORKFORCE EDUCATION COURSES

Coordination

The grant administrator shall work with the unit and the college to determine the need for Workforce Education courses.

In order to participate in Workforce Education courses, the offender shall meet all eligibility requirements specified in the Incarcerated Individuals Program Grant Eligibility Criteria and the Offender Vocational College Eligibility sections of this OP. TABE requirements for Workforce Education Course shall be a reading score of at least 7.0 (Level A or D).

The college shall teach only Workforce Education courses that have been approved as indicated in Attachment B2 of the Interlocal Contract. Costs for Workforce Education courses shall be charged as specified in Attachment B2 of the Interlocal Contract.

Offenders shall not be considered for transfer to attend Workforce Education or non-credit courses.

All documentation related to Workforce Education courses shall be processed in accordance with the guidelines set forth in this OP.

OFFENDER ELIGIBILITY EDIT REJECT

I. Academic Programs

After the academic Computer Upload File (College 13) is received from the Division of Continuing Education, the unit education department shall ensure that all offender enrollment information is entered into the Countroom Management System ED00. The date entered for all classes shall be the college/university's semester start date.

To ensure offender eligibility, the unit education department shall run the College Academic Edit Reject Report (College 12 A) prior to the semester start date and a second time on the certification date after all students have been recorded in the Countroom Management System ED00. If an offender is not eligible for college, the offender's name shall appear on the edit reject list with the edit reject code. Students whose eligibility cannot be verified shall be removed from class. Exceptions should be noted on the form with an explanation of why the student remained in class. A copy of the edit reject report shall be kept on file, a copy shall be sent to the regional continuing education coordinator and a copy shall be sent to the college/university on the day the edit reject report was run. The principal and the regional continuing education coordinator shall review and ensure that all corrections to the roster are made prior to certification date.

To access the Edit Reject Reports go to the WMM0 screen and select M for Reports Menu:

- E - College Academic Edit Reject Report (College 12 A)
- Enter the Semester Start Date
- Enter the Unit Code (B1)
- Enter J for Jr. College or S for Sr. College
- Hit Enter
- To print the report hit PF5.

II. Vocational Programs

The Vocational Edit Reject Report (College 12 B) shall be run after the student enrollments are entered into both the Countroom Management System ED00 and IEIMS database by the unit education department, and a second time on the class certification date.

If a student is not eligible for college, the student's name shall appear on the edit reject list with the reason(s) he/she is not eligible. Students whose eligibility cannot be verified shall be removed from class. Notations should be noted on the form with an explanation of why the student remained in class on the day the edit reject report was run. A copy of the edit reject report shall be kept on file, a copy shall be sent to the regional continuing education coordinator and a copy shall be sent to the college/university.

To access the Edit Reject Reports go to the WMM0 screen and select M for Reports Menu:

- F - College Vocational Edit Reject Report (College 12 B)
- Enter the Subject # (Course Code)

Type CV then enter the Countroom #
Enter the Unit Code (E1)
Hit Enter
To print the report hit PF5.

III. THEA

A THEA Edit Reject Report (College 12 C) shall be run for offenders taking the THEA exams. Offenders whose eligibility cannot be verified shall be removed from the THEA exam list and another list shall be generated. Exceptions should be noted on the form with an explanation of why the offender remained in class. Ten days prior to the test date, the offenders' names are submitted to the THEA Coordinator in the Division of Continuing Education Administrative Office. The THEA Coordinator shall review the list, and the names of approved testers shall be submitted to the unit education department five days prior to the test date.

To access the Edit Reject Reports go to the WMM0 screen and select M for Reports Menu:

T - THEA Edit Reject Report (College 12 C)
Enter the Unit Code (P2)
Enter the Offender's TDCJ # by using the eight digit #
Hit Enter
To print the report hit PF5.

IV. Edit Reject Notation Explanations

Edit Reject Notation Explanations are located in the Share Drive, CTED, Public.

Students with Edit Reject notations shall be reviewed and/or withdrawn if not eligible to attend college programs prior to the college certification date. To review an offender's eligibility refer to the 'EDIC', THEA, and TABE screens along with the Offender Eligibility Requirements. Questions concerning the eligibility of an offender for academic or vocational participation shall be directed to the appropriate regional continuing education coordinator. Questions regarding THEA eligibility shall be directed to the THEA Coordinator in the Division of Continuing Education Administrative Office.

CLASS ATTENDANCE AND WITHDRAWAL PROCEDURES

I. Attendance Requirements

- A. Once an offender enrolls in a college/university course, he/she is expected to attend each class meeting and complete the course. Exceptions for scheduled programming (e.g., religious activities) shall not be granted. Students who refuse to report to class shall be subject to disciplinary action.
- B. A student who enrolls in a given course but does not attend any classes shall be removed from the class prior to the certification date so that he/she shall not be billed for tuition and fees. This is accomplished through the attendance accounting procedures, which shall be followed by college instructors. The college instructor is responsible for ensuring the accuracy of the class rosters and notifying the principal when students do not attend any classes.
- C. A student who does not report to his/her assigned class at the designated class starting time shall be considered tardy as determined by the education department Security Officer. Unexcused tardiness shall be processed through the TDCJ discipline procedures.

II. Withdrawal Procedures Prior to or on Certification Date

- A. A student may withdraw from any academic or vocational course without penalty if the withdrawal is processed prior to the certification date set by the participating college or university so that no tuition and fees shall be billed. This shall include students who are transferred off unit prior to certification date.
- B. A student who is not assigned to the unit where the program is offered on the class certification date shall be withdrawn. Students affected would include, but not be limited to, those on bench warrants and medical reassignments.
- C. If an offender refuses to participate in any post-secondary program after being transferred for that purpose, he/she shall be enrolled, withdrawn (unexcused), and be suspended from further participation in any college academic or vocational program for two calendar years from the date of refusal. The unit education department shall notify WSD Counseling, Testing and Records and Division of Continuing Education Administrative Office by e-mailing the name and TDCJ number of an offender who refuses to participate in the post-secondary program for which he/she was transferred.

III. Withdrawal Procedures after Certification Date

- A. If a student is withdrawn from a class after the certification date for an unexcused reason, he/she shall be suspended from future enrollment in any college academic or vocational course for one calendar year from the withdrawal date. The student shall be allowed to continue with any course in which he/she is simultaneously enrolled and attending. Unexcused withdrawals from Workforce Education courses shall result in the offender being prohibited from enrolling in additional post-secondary coursework for six

months from the offense hearing date.

- B. A student who has three absences, either consecutive or over the duration of the semester, may be withdrawn from that course upon the recommendation of the instructor and approval of the principal. A grade may be given to the student if considered appropriate by the instructor. Excessive absences shall be reviewed on a case by case basis and may be considered unexcused.
- C. Participation eligibility for the next semester shall not be affected if the student withdraws from a course for which he/she paid the college or university upon registration with personal funds.

IV. Withdrawal Procedures for Students Transferred Off Unit after Certification Date

- A. If a student is moved to another unit while participating in a college course, the principal shall immediately inform WSD Counseling, Testing and Records and the unit Classification Department by sending an e-mail message. An attempt, through the TDCJ Classification Department, shall be made to return the student for course completion. If the student does not return after missing three classes, the withdrawal paperwork shall be processed as usual. Unit moves for reasons such as disciplinary, bench warrant, or medical shall not be sent in by e-mail.
- B. Withdrawal Codes for Unexcused reasons are as follows:
 - 63 - Class Declined
 - 69 - TDCJ Disciplinary (major)
 - 71 - WSD Disciplinary (major/minor)
 - 74 - Program Refusal after Transfer
 - 75 - Excessive Absences
- C. Withdrawal Codes for Excused reasons are as follows:
 - 60 -Unit Transfer
 - 61 -Out of Custody
 - 62 -Medical
 - 64 -Class Suspended/Discontinued
 - 65 -Completed Class Requirements (Even if a certificate was not awarded)
 - 66 -Unsatisfactory Progress
 - 67 -Input Error
 - 68 - Ineligible
 - 70 - Treatment/Schedule Conflict
 - 72 - Administrative Request
 - 73- Withdrawal Before or on Certification Date

V. Processing Withdrawal Forms

- A. A copy of each withdrawal form shall be sent by the unit education department to the regional continuing education coordinator after the withdrawal is processed.
- B. Withdrawal forms must include the following:
 - 1. Principal's Signature;
 - 2. Reason for Withdrawal; and
 - 3. Excused/Unexcused.

VI. Academic Class Changes

In the event a student has enrolled for one or more courses and is allowed to change courses (e.g., enrolled in History but withdraws from History to enroll in English), it shall be considered a course "change" and not a "withdrawal." No penalty for withdrawing shall be imposed. Any change of courses shall be in accordance with the college/university's enrollment policy.

VII. Academic Unsatisfactory Progress

In the event a student receives a failing grade in any course, it shall be the responsibility of the contracting college/university to offer tutoring assistance for the student prior to the offender repeating the course. If the student fails the course for the second time, he/she shall not qualify for state reimbursable funds or IIP Grant funding for that particular course. The college/university is responsible for tracking all failing grades.

VIII. Vocational Unsatisfactory Progress

- A. In the event a student receives a failing grade in any course associated with the vocational training program, the unit education department or vocational instructor shall refer the offender to the appropriate college representative. The college representative shall submit one of the following recommendations, in writing, to the principal.
 - 1. Offender may continue with the current training program and re-enroll in the failed area the next time that course is offered. In such cases priority for re-enrollment shall be given to these offenders.
 - 2. Offender shall not be allowed to continue with the current program until the failed area is taken again and passed. In such cases priority for re-enrollment shall be given to these offenders.
 - 3. Offender shall be referred to a different training program that would be more suitable to his/her aptitude and capabilities.
- B. In order to take further vocational courses, an offender must pay tuition and fees from personal funds if he/she has two failed attempts in a vocational area, or began a course two times but withdrew (unexcused) without getting a certificate, whether the same

course or a different course. In such cases, offenders shall be placed in a course on a space-available basis.

VOCATIONAL EVALUATION AND COURSE COMPLETION

Students are awarded a Certificate of Completion upon the satisfactory completion of the required vocational coursework and the recommendation of the instructor. Some vocational courses earn the student college credit hours. In addition, some courses may be applied toward an associate degree.

Course Completion Procedures

The following steps shall be taken for evaluating students who are completing a vocational training course:

The principal shall ensure the completion of the Monthly Achievement Report (College 10) by the 5th working day of each month. The college instructor shall indicate the student's final grade average for the course at the time of the completion or withdrawal. Incomplete coursework shall be averaged to zero if withdrawn in the middle of the course segment.

The regional continuing education coordinator shall check the Monthly Achievement Report for accuracy. If the offender completed the coursework and the instructor recommended the offender be awarded a certificate, the regional continuing education coordinator shall sign the Monthly Achievement Report and forward to the TDCJ Classification Department.

If the Monthly Achievement Report indicates the offender did not receive a certificate, the documents need not be forwarded.

A copy of all Monthly Achievement Reports shall be maintained in the Regional Office in accordance with the WSD Records Retention Schedule.

REIMBURSEMENT RESPONSIBILITY FOR COURSE WITHDRAWALS

I. Unexcused Withdrawals

Students who are withdrawn for an unexcused reason shall be responsible for any State Reimbursable Costs assessed by the servicing college/university. Students in these categories who paid costs from personal funds are not entitled to a refund.

II. Excused Withdrawals

A. Students who are withdrawn with an excused withdrawal code and those withdrawn due to a unit or housing area lock-down, shall not be held responsible for the State Reimbursable Cost for the initial course. Students in these categories shall be processed as outlined below:

1. The unit shall complete the appropriate paperwork for an excused withdrawal and shall forward the documents to the regional continuing education coordinator, where they shall be maintained with the billing roster.
2. An IOC from the principal outlining the circumstances that were beyond the student's control, and therefore resulted in the excused withdrawal, shall be attached to the paperwork and a copy shall be placed in the student's file.
3. Offenders who have been voted to be eligible for any FI action dates are responsible for State Reimbursable Costs even though they may have been withdrawn for excused reasons if enrolled after FI action has been voted. Offenders who receive an FI action vote after enrollment and the action date conflicts with successful course completion, may be responsible for costs prior to release/action date. All such cases shall be reviewed on a case-by-case basis by the regional continuing education coordinator.
4. It shall be the responsibility of the regional continuing education coordinator to track the excused withdrawals and to make the appropriate adjustments to the Post-Secondary Education Reimbursement accounts to ensure the costs of the course are not added to the offender's account. The regional continuing education coordinator shall make the adjustment to the offender's Post-Secondary Education Reimbursement account and notify the Post-Secondary Program Administrator if adjustments were made after the offender paroled. The Program Administrator shall review any adjustment and forward it to the TDCJ Cashier's Office.

III. Personal Fund Payments

A. Students who paid for any coursework out of personal funds, through the TDCJ I-25 (College 1), process or through direct payments to the college/university, shall not be entitled to a refund for any reason if they are withdrawn from the course(s) (after the certification date).

- B. Students withdrawn prior to certification date shall be eligible for refunds based on the college/university tuition refund policy. The college/university shall make any refund payments directly to the Inmate Trust Fund account.
- C. Funds paid to the college/university shall be refunded after certification date, directly to the source of such funds, proportional to the amount charged upon class enrollment. Any reimbursable funds credited by the college/university shall be credited to the offenders' PSER account after verification by the regional continuing education coordinator.

PAYMENT OF TUITION AND FEES

Costs associated with college programs, known as State Reimbursable Costs, shall be paid by the offender. Each offender who owes a State Reimbursable Cost shall have an offender account created, called the Post-Secondary Reimbursement Account (PSER).

The IIP Grant, received from the U.S. Department of Education, provides post-secondary education funding for eligible offenders less than 36 years of age who are within seven years of parole eligibility or release. The grant shall pay up to \$2,400 per year for each qualified offender. For additional eligibility criteria, refer to the IIP Grant Eligibility Criteria section of this OP.

An offender who does not qualify for state reimbursement or IIP Grant may make payment upon registration by following the payment procedures outlined in the Offender Payment From Personal Funds section of this OP. The offender may also make payment directly to the college/university or by financial aid prearrangements through the college/university (Texas Public Education Grant, Hazelwood, G. I. Bill, or scholarship).

Expenses associated with the master's program shall be paid to the university upon registration:

From personal funds;

From Hazelwood or G. I. Bill funds for which the offender may qualify; or

From university scholarship funds for which the offender may qualify if the offender has at least a 3.5 GPA and meets other requirements set by the university.

Financial aid eligibility and utilization is a matter between the offender and the college or university. The outstanding amount not covered by financial aid shall be the amount financed by the TDCJ, which shall be repaid by the offender. The outstanding amount (State Reimbursable Cost) shall not be more than the cost of one academic course per semester.

STATE REIMBURSABLE COSTS

All college/university expenses incurred, labeled as "State Reimbursable Costs," shall be either paid by the offender upon registration or repaid by the offender upon release.

I. State Reimbursable Costs

A. State Reimbursable Costs include the following:

1. Tuition and fees for college credit and non-credit associate and baccalaureate level courses;
2. Required testing and graduation fees;
3. THEA tests registered for by the offender; and
4. College developmental courses required as a result of THEA testing.

B. As a State Reimbursable Cost, the state shall pay for only the cost of the offender's initial academic course each semester. Additional academic courses each semester shall be at the expense of the offender, which shall be paid upon registration from personal funds, or by other funding prearrangements through the college/university.

C. State Reimbursable Costs include tuition and fees, for college credit and non-credit vocational courses, for each qualified offender.

D. The offender shall not be required to reimburse textbook and calculator costs, unless proven destroyed or lost by offender, and if not already collected by the TDCJ.

E. State Reimbursable Costs are addressed in the TDCJ Offender Orientation Handbook.

II. Reimbursement Payments While Incarcerated

A. Offenders who wish to make payments toward their State Reimbursable Costs while incarcerated may make payments by TDCJ I-25 (College 1) or have family members send a money order directly to:

Windham School District
Attention: Post-Secondary Administrator
P.O. Box 40
Huntsville, Texas 77342-0040

B. The TDCJ I-25 or money order shall be made payable to the Texas Department of Criminal Justice. The offender's name and TDCJ number shall be included on the money order.

C. If a student is withdrawn from the initial course and the reason is deemed excused, he/she shall not be responsible for the reimbursement.

(Refer to the Reimbursement Responsibility for Course Withdrawals section.)

ADMINISTRATIVE TRACKING OF OFFENDER ACCOUNTS FOR REIMBURSEMENT

I. College/University Responsibilities

- A. The college/university shall bill the WSD once each semester or enrollment period for tuition and fees owed. The amount billed for each offender shall not be more than the cost of one academic course (or block of vocational courses) and/or other fees as stipulated in the effective contract. Expenses for enrolling in more than one course each semester shall be paid by the offender directly to the college/university following the TDCJ I-25 (College 1) payment process outlined in the Offender Payment from Personal Funds section of this OP. In lieu of the TDCJ I-25 payment, the offender may arrange for payment to go directly to the college/university or have Hazelwood, or any other grants or scholarships, applied at registration. Billings shall be prepared by the college/university and the regional continuing education coordinator shall verify the charges and approve for payment.
- B. WSD is billed separately for students enrolled in academic and vocational programs. For tracking of students to occur appropriately, the billing rosters shall contain at least the following information:
1. Student name;
 2. Student TDCJ number;
 3. Unit of assignment;
 4. Date of birth;
 5. Social Security number;
 6. Method of payment:
 - a. Hazelwood
 - b. TDCJ I-25 (College 1)
 - c. Direct payment
 - d. TPEG
 - e. Scholarship
 - f. IIP Grant
 - g. State reimbursement
 - h. Other
 - i. Refund
 - j. Concurrent enrollment
 - k. Administrative adjustment;
 7. Class number for each class enrolled; and
 8. Semester start date, certification date, and end date.

For academic classes, the college/university shall provide the billing information following the file structure format and specifications on the Computer Upload File (College 13) supplied by the WSD Computer Services Department.

II. TDCJ/WSD Responsibilities

- A. The TDCJ/WSD maintains account records for each offender who enrolls in college-level State Reimbursable Cost programs. The recording of such financial information became effective September 1, 1995 or the first enrollment period after this date.
- B. The TDCJ/WSD maintains the offender account records on the PSER system, which is accessible on the TDCJ mainframe computer to the Parole Division and the unit education staff. Account information is taken from the college/university billing documents and THEA testing documents.
- C. Each offender's PSER account includes costs of tuition and fees by college/university and semester or enrollment period. Any test fees, such as THEA, also appear. Each offender's account has a total amount owed.
- D. The Parole Division collects the reimbursement amount due from offenders who are under parole supervision. Payments for State Reimbursable Cost items may be made by the ex-offender in a lump sum or in monthly payments. Monthly payments are determined by the Parole Division based on the ex-offender's ability to pay. Refer to the State Reimbursable Costs section of this OP for information regarding reimbursement payment prior to release.
- E. The offender's account balance shall be adjusted by the Parole Division or Division of Continuing Education Administrative Office.
- F. Units have the ability to print an offender's account by logging onto the mainframe and typing "PSR1" then an eight-digit TDCJ number. Six-digit TDCJ numbers shall be preceded with two zeros. Seven-digit numbers shall be preceded with one zero. In most instances, offender account payment verification is not finalized until after the semester's completion.

III. Regional Continuing Education Coordinator Responsibilities

- A. The Academic and Vocational Billing Rosters (College 14 and 15) data shall be verified prior to the certification date. Changes shall be made to the Inmate College Funding Screen by accessing the IEIMS college funding screen. For more information, refer to the documentation files located in the Share Drive, CSD, Public, documentation, colfund, documentation, colfund.

- B. On or after the certification date, when the billing rosters are correct, the billing rosters shall be created into a batch and placed in review status. To create the billing roster batch scroll down to the end of the billing roster:

Select the appropriate region;
Enter the semester start date;
Enter the semester end date; and
Click on the create batch selection.

- C. Each offender's record shall be reviewed and verified after necessary adjustments are performed. The College Verification Menu is located in Tyler under the CTED Main Menu. To access select the following:

A - College Menu;
B - College Verification Menu;
N - Col Billing Administrative Menu;
W - Web Batch Administration;
A - Verification and Corrections; or
B - View Batches by Status.

For additional information, refer to the Share Drive, CTED, Public, College Batches, slideshow, index.

OFFENDER PAYMENT FROM PERSONAL FUNDS

Rather than reimbursing the state after release, the offender may opt to pay for all coursework upon registration by completing the TDCJ I-25 (College 1), or making a direct payment to the college/university.

In the event the offender elects to enroll in more than one academic course each semester, he/she may do so by completing the TDCJ I-25 form or by making a direct payment to the college/university for the amount which is in excess of the cost of the initial course.

Offenders who participate in a program, for which the state shall not pay (e.g., a third vocational program or an additional degree at the same level), shall be required to pay by TDCJ I-25 or direct payment to the college/university.

I. Processing Withdrawal Forms (TDCJ I -25)

TDCJ I-25 payments by incarcerated offenders shall be made payable to the college/university for academic, vocational or workforce courses. Payments for THEA shall be made payable to the WSD utilizing the following TDCJ I-25 process:

- A. Unit education staff shall verify that the trust fund account of each currently incarcerated offender submitting the TDCJ I-25 has sufficient funds to cover the payment. When checking the "TF Ending Balance," deduct any amounts shown in "TF Hold Amount" and the "TF Postage Owed Amount" to arrive at the usable funds balance. Once the accounts have been checked for sufficient "TF Ending Balance," those with insufficient funds are to be denied enrollment for all courses paid from their Inmate Trust Fund account.
- B. Offenders with sufficient funds shall be listed on an e-mail message requesting that the Inmate Trust Fund Department place a hold for college tuition or THEA testing on the offender's account.
 1. The e-mail shall be sent to the Inmate Trust Fund via TDCJ telex.
 - a. For tuition and fee payments, a copy shall be sent to the regional continuing education coordinator.
 - b. For THEA tests, a copy shall be sent to the THEA Coordinator in the Division of Continuing Education Administrative Office.
 2. The message shall list the offenders in alphabetical order:
 - a. Last name;
 - b. First name;
 - c. Offender number;
 - d. Amount to be withheld; and

e. Payee.

3. This process shall be completed immediately after college registration on each unit. Any late registrations shall be processed accordingly as soon as possible after registration and on an individual basis if necessary.

4. For tuition and fee payments, an e-mail shall be sent from the unit education department to the servicing college/university and the regional continuing education coordinator, 15 days prior to semester start date, confirming that appropriate funds have been secured for enrollment. The e-mail shall list the offenders in alphabetical order:

a. Last name;

b. First name;

c. Offender number; and

d. Amount secured.

C. The completed TDCJ I-25, a hard copy of the e-mail requesting the hold(s), and a completed Offender Withdrawal Header form (College 2) with offenders listed in alphabetical order shall be submitted to the regional continuing education coordinator for classes or to the Division of Continuing Education Administrative Office for THEA testing.

D. The regional continuing education coordinator shall forward the original TDCJ I-25, Offender Withdrawal Header form and an Inter-Office Communication (IOC) to the WSD Business Office each semester, immediately after the certification date or enrollment period. A copy of these documents shall be maintained with the billing rosters in the Regional Office.

1. A separate IOC shall be submitted for each college/university; and

2. The semester or enrollment period shall be identified for each group of TDCJ I-25s being submitted.

II. Payment for Dual Enrollment (Two-Year and Four-Year Academic Programs)

An offender who is participating in the senior college program shall enroll for courses based on his/her degree plan requirements. If the degree plan requires additional courses at the junior college level, an offender may enroll for the lower level courses. Tuition and fees shall be paid in accordance to the offenders transfer request as stated on College Program Transfer Request for Four-Year Degree form (College 6). If the offender is eligible for state reimbursement funds, the cost of the senior level course shall be considered a State Reimbursable Cost and the concurrent lower level course shall be paid by the offender upon registration.

FINANCIAL AID

- I. Grants, Scholarships, and Veterans Benefits
 - A. The TDCJ/WSD offers to each qualified offender the opportunity to enroll in academic and/or vocational courses as specified by the policies contained in this OP. When an offender qualifies for grant and/or scholarship funding, the funding level qualified for shall be applied toward the total amount of tuition and fees due.
 - B. Any outstanding balance not covered by financial aid, and identified as a State Reimbursable Cost, shall either be paid by the offender upon registration or repaid by the offender after release.
- II. Financial Aid Application Procedures
 - A. The application, and assistance in completing the financial aid application forms, shall be provided by the college/university for academic programs. The college/university shall provide documentation through the college registration electronic upload process each semester for offenders who are eligible to receive financial aid such as grants or scholarships. For vocational programs, the college/university shall inform the regional continuing education coordinator and the principal each enrollment period, prior to the start date, as to which offenders are eligible to receive financial aid funding such as grants or scholarships.
 - B. In the event an offender is utilizing financial aid and transfers to another servicing college/university, the financial aid application procedures may have to be repeated. Any postage due for the mailing of the application forms shall be paid by the offender or college/university.

PROCESSING OF COLLEGE ACADEMIC AND VOCATIONAL BILLING ROSTERS AND INVOICES

I. Academic and Vocational Billing

A. Colleges/Universities shall submit academic and vocational billing rosters throughout the year for tuition, fees, books, and miscellaneous expenses for students who are being served. The college/university shall forward the Academic Computer Upload File (College 13) to the Division of Continuing Education via e-mail five days prior to each semester start date. Vocational billing rosters are submitted after each enrollment period, or at least two times per semester. Billing rosters from the contracting college/university shall include at least the following data for each student:

1. Student name;
2. Student TDCJ number;
3. Unit of assignment;
4. Date of birth;
5. Social Security number;
6. Method of payment:
 - a. Hazelwood
 - b. TDCJ I-25 (College 1)
 - c. Direct payment
 - d. TPEG
 - e. Scholarship
 - f. IIP Grant
 - g. State reimbursement
 - h. Other
 - i. Refund
 - j. Concurrent enrollment
 - k. Administrative adjustment;
7. Class number for each class; and
8. Semester start date.

- B. To generate a billing roster, access the WSD Intranet Page:

Select CTED information

Scroll down to select the College Registration Roster

Enter the unit code, year, month, day, college code

Select academic or vocational and filter by selecting all, youthful only, or exclude youth only

When completed, select GO and a roster will be produced.

- C. It is the responsibility of the principal and regional continuing education coordinator to review and verify the accuracy of the billing roster prior to the college/university certification date.
- D. On, or before, the semester start date the unit education department shall provide the college/university and the regional continuing education coordinator with a copy of the billing roster and Edit Reject Report for review in order to make changes prior to the certification date.
- E. A copy of the verified billing roster shall be submitted by the regional continuing education coordinator to the college/university for invoice purposes.

II. Textbook Billing

Colleges/universities shall submit textbook invoices, within 30 days of receipt of textbooks, to the regional continuing education coordinator for verification and payment. Book invoices shall include the below data:

- A. Book title, author, and edition;
- B. ISBN Number;
- C. Unit Cost;
- D. Quantity; and
- E. Total.

III. Academic and Vocational Billing Verification Process

- A. The contracting college/university shall submit a tuition and fee billing roster to the regional continuing education coordinator for verification and payment. The billing roster shall indicate the method of payment totals following the structure format and codes provided by the WSD Information Technology Department. Separate billing rosters shall be sent for the IIP Grant payments.
- B. The billing roster verification process, conducted by the Regional Continuing Education Coordinator, shall include the following procedures.
1. The names on the billing rosters shall be reviewed for student eligibility.

2. The number of hours being billed for each student shall be verified along with the method of payment.
3. The amount being charged for each student shall be reconciled against the amount specified in the current interagency or interlocal contract. The amount being charged shall not exceed the contract amount.
4. The accuracy of the textbook or other miscellaneous billings shall be verified. All charges shall be in compliance with the interagency or interlocal contract.
5. The regional continuing education coordinator shall sign the purchase voucher, invoice or college/university cover letter, if it is correct. If there are discrepancies, the college/university shall be contacted for resolution.
6. For each billing, the following shall be forwarded to the Division of Continuing Education Administration Office, by the contracting college/university, for further processing:

Packet 1 Originals

- a. Academic or Vocational Billing Roster (College 14 or 15);
- b. Billing Roster – PSER Log (College 16);
- c. Payment Information Cover Sheet (College 17);
- d. College/University Cover Letter (Invoice);
- e. College/University Billing Certification Statement (College 18);
- f. Edit Reject (College 12 A, B and C); and
- g. Miscellaneous (Textbook Register Receipt/College Vocational Expenditures Letter).

Packet 2 Copies

- a. Payment Information Cover Sheet;
- b. College Cover Letter (Invoice);
- c. Academic or Vocational Billing Roster; and
- d. Miscellaneous (Textbook Register Receipt/College Vocational Expenditures Letter).

The regional continuing education coordinator shall permanently maintain a complete file copy of the billing.

7. The regional continuing education coordinator shall view, verify and edit (as

necessary) the billing data. After review, the billing information shall be submitted to the Division of Continuing Education Administrative Office for processing and electronic transmission to the TDCJ Information Technology Department for posting to the student's PSER account on the mainframe.

8. After the billing information has been verified and sent to the WSD Information Technology Department, the regional continuing education coordinator shall select and review 10 PSER records, to include the first and last records of the upload, (especially student records requiring manual changes) to ensure the data was posted to the mainframe.
9. After expenses for a given semester are posted to the student's PSER account, any necessary changes for that billing period shall be made directly on the PSER screen, following guidelines contained in the PSER User Manual. If the adjustment was made after the offender was paroled, an e-mail shall be submitted to the Post-Secondary Program Administrator explaining the reason for adjustment, amount credited, and offender's TDCJ name and number.

COLLEGE TEXTBOOKS

I. Procedures

- A. Textbooks purchased for student use in post-secondary programs are the property of TDCJ/WSD and are re-used each semester. Students do not reimburse book expenses unless proven destroyed or lost by student.
- B. Textbooks purchased by TDCJ/WSD shall be used for a minimum of four years. The regional continuing education coordinator shall determine if textbooks less than four years old may be replaced.

II. Regional Continuing Education Coordinator Responsibilities

The following procedures shall be adhered to in order to maintain control over the textbook inventories.

- A. It shall be the responsibility of the regional continuing education coordinator to ensure the acquisition, use, distribution, transfer, and approval of replacement textbooks is in compliance with the interlocal and interagency contracts, as well as the policies contained in this OP.
- B. The regional continuing education coordinator shall maintain a computerized Regional Textbook Inventory (College 19) for each unit. Updates of this inventory shall be made by the regional continuing education coordinator and shall be based on the acquisition of new books; the deletion of old, lost or stolen books; and the transfer of books during a given semester. A copy of the inventory shall be supplied to the unit and college/university as updated.
- C. It shall be the responsibility of the regional continuing education coordinator to conduct an annual textbook inventory to ensure the college textbooks are properly maintained and accounted for on his/her assigned units.
- D. The regional continuing education coordinator shall assign newly purchased textbooks to a specific location and add to the respective inventory upon receipt of the order. When new textbooks are received, the regional continuing education coordinator shall ensure the books are numbered and stamped as TDCJ/WSD college program property.
- E. Lost, stolen or out-of-date books shall be deleted by the regional continuing education coordinator immediately upon receipt of the College Textbook Deletion Request (College 20) and the College Textbook Shipping Ticket (College 21) from the unit.
- F. Textbook billings shall be handled in accordance with the Processing of College Academic and Vocational Billing Rosters and Invoices section of this OP.
- G. Books donated by publishers, bookstores, or colleges/universities shall be numbered and stamped property of TDCJ/WSD college programs.

III. Unit Responsibilities

- A. It shall be the responsibility of each principal to account for and control the inventory of college textbooks on his/her unit by maintaining a Unit Textbook Inventory (College 22).
- B. All college textbooks shall be inventoried at least annually. If a college teaches on more than one unit and books are moved between units each semester, all units shall conduct an inventory each semester.
- C. Physical inventories may also be requested when a principal or regional continuing education coordinator change is made.
- D. The principal on each unit shall maintain a College Textbook Checkout List (College 23). To ensure current and accurate textbook records are being maintained consistent with the requirements of the WSD Records Retention Schedule, the principal shall be responsible for the procedures of distribution and collection of textbooks on the unit.

IV. College/University Responsibilities

- A. The college/university contracted personnel shall assist the principal or designee with the distribution and collection of the textbooks on the unit.
- B. The college/university may assist in delivering the textbooks to the units if coordinated and approved by the regional continuing education coordinator.
- C. The education department or college/university shall determine whether students' college textbooks shall be allowed to leave the classroom area. In the event the college textbooks are not allowed to be removed from the classroom area, the college/university shall be responsible for providing supplemental materials.
- D. Teachers shall not take student textbooks from unit to unit without approval from the regional continuing education coordinator. Textbooks for a class, teacher textbooks or other books (e.g., library, resource) shall be approved on the 60 day proposed schedule submitted each semester by the college/university.

V. Textbook Transfers

- A. Textbooks shall not be transferred to a different location without prior written approval from the regional continuing education coordinator.
- B. When textbooks are transferred, a College Textbook Shipping Ticket shall be completed and signed by the shipping unit and the receiving unit. Each signing party shall keep a copy of the shipping ticket. The original shipping ticket shall be maintained by the regional continuing education coordinator.
- C. Textbooks shall not be moved without the proper paperwork or without following the proper procedures, regardless of who physically moves the books.

VI. Textbook Deletions

- A. Textbooks designated for deletion shall be shipped by the regional continuing education coordinator or designee to the Education Warehouse in Huntsville or may be destroyed or donated according to TDCJ/WSD procedures and with the approval of the regional continuing education coordinator.
- B. All college textbook deletions shall be accompanied by a College Textbook Deletion Request. Either the principal or the regional continuing education coordinator may complete the College Textbook Deletion Request; however, no books shall be deleted without prior approval and/or recommendation of the regional continuing education coordinator.
- C. Books sent to the Warehouse for deletion or donation shall be boxed and clearly labeled. The shipping unit shall maintain a copy of the College Textbook Deletion Request, with the original being sent to the regional continuing education coordinator.
- D. Lost or stolen books are noted on a College Textbook Deletion Request that is prepared by the unit where the books were lost or stolen. The unit shall maintain copy of the College Textbook Deletion Request and the original shall be sent to the regional continuing education coordinator. Upon receipt of the College Textbook Deletion Request, the regional continuing education coordinator shall remove the lost or stolen books from the computerized inventory.

VII. Use of Textbooks

- A. No textbook assigned to the Division of Continuing Education shall be used for personal reasons or removed from its unit designation at any time without prior approval.
- B. Strict control and adherence to these procedures shall be observed in order to safeguard all college textbooks assigned to the various units.

VIII. Textbook Approvals

- A. Textbook titles utilized in college programs shall be selected and approved by the contracting college/university. All textbooks used in the prison program shall be consistent with those used on the college/university campus for the same course, within the restrictions set forth in this OP.
- B. In the event a warden feels that a textbook contains information that promotes violence, glorifies or stimulates sexual activity, and/or details the making of contraband materials, a request for review of the book shall be made to the director of the Division of Continuing Education by the warden. The director of the Division of Continuing Education shall make the determination regarding the approval or denial of the textbook in question.

CONTRACTED PERSONNEL EMPLOYMENT PROCEDURES

I. Security Clearance

- A. Before beginning duties, all potential contracted personnel shall complete security screening requirements and appropriate pre-service training. College/University contracted personnel who are employed in the prison program on a full time basis, whether a vocational instructor, academic instructor, or support staff, are required to attend a two-day pre-service training at the earliest time available after employment and assignment to the prison program.
- B. Each potential contracted personnel shall submit to the regional continuing education coordinator a TDCJ Non-Employee Background Information Questionnaire (College 24) for initial security screening purposes. The regional continuing education coordinators shall forward the questionnaire to the Administrator of Post-Secondary Programs for processing prior to orientation. In the event the questionnaire reflects that the potential contracted personnel has ever been convicted of a crime, the official disposition for each charge shall accompany the questionnaire if the person is a new contracted employee or if the charge occurred since the last clearance was received. These documents shall be sent to WSD Human Resources Division by facsimile or certified U.S. mail.
- C. The WSD Human Resources Office shall conduct the initial security check based on the questionnaire information, and the regional continuing education coordinators shall receive the results of the applicant's security clearance (either "cleared" or "not cleared") by e-mail from the office of the Administrator of Post-Secondary Programs.
- D. If appropriate security clearance is obtained, the person is ready to receive his/her orientation. If not cleared, the WSD Human Resources Office shall notify the potential contracted employee in writing of what steps need to be taken to obtain clearance.

II. Orientation Process

- A. The regional continuing education coordinators shall provide a mandatory orientation session for all college/university personnel in the areas of security, rules and regulations prior to each semester. All newly approved contracted personnel shall attend this session on a date of mutual agreement between the college and the regional continuing education coordinators. The college contact person shall provide the regional continuing education coordinator a list of all contracted personnel that need security clearance and/or orientation.
- B. College/University contracted personnel shall attend this orientation session only after they have been cleared by the WSD Human Resources Office to work with offenders on TDCJ facilities.

- C. The orientation shall consist of an overview of *The Directions for Contracted Personnel Booklet* to include the following:
1. Contracted Personnel Requirements;
 2. Security Requirements;
 3. Protocol for Contracted Personnel;
 4. Classroom Management;
 5. TDCJ Privileges; and
 6. Allegations of Contractual or Security Misconduct for Contracted Personnel.
- D. Additional informative or pertinent data shall also be provided at the discretion of the regional continuing education coordinators.
- E. If there is an unexpected college/university personnel change and the regional continuing education coordinator cannot feasibly conduct orientation, appropriate regional staff or the principal shall conduct the orientation. The regional staff or principal assisting the regional continuing education coordinator shall be well versed in the area of security training and shall only perform these duties in emergency situations. If orientation cannot be conducted prior to the next class meeting, the college/university shall provide an approved contracted personnel substitute or reschedule the class until a trained instructor is available.
- F. Emergency clearance requests shall be the exception, not the rule. In the event there is a need for an emergency or last minute clearance, the Non-Employee Background Information Questionnaire shall be sent by fax to the Administrator of Post-Secondary Programs.

CONTRACTED PERSONNEL DOCUMENT PROCESSING

I. Regional Continuing Education Coordinator Responsibilities

The following steps shall be followed by the regional continuing education coordinators when processing all new contracted employees.

- A. Process the TDCJ Non-Employee Background Information Questionnaire (College 24) as soon as the potential employee has been identified.
- B. Deliver orientation to approved persons and obtain a completed Fingerprint Card (College 25) and Contracted Personnel Process Sheet (College 26).

II. Distribution and Maintenance of Documents

- A. The Contracted Personnel Process Sheet shall be used to certify that the contracted employee received appropriate training during the required orientation. The Contracted Personnel Process Sheet, the completed Fingerprint Card, and Non-Employee Background Information Questionnaire shall be sent to the Administrator of Post-Secondary Programs. A copy of all documentation shall be maintained on file by the regional continuing education coordinator.
- B. The Division of Continuing Education Administrative Office shall maintain the Contracted Personnel Process Sheet and the Non-Employee Background Information Questionnaire as determined by the WSD Records Retention Guidelines.

III. Notification of Clearance Results

A. Notification Process

- 1. The WSD Human Resources Office shall notify the Administrator of Post-Secondary Programs of the results of each applicant's security clearance by e-mail (whether clear or not clear).
- 2. Once received, the office of the Administrator of Post-Secondary Programs shall e-mail the regional continuing education coordinator the results of the clearance check.
- 3. The regional continuing education coordinators shall communicate by e-mail:
 - a. The status of all security checks to the employing college/university under his/her supervision; and
 - b. The approved and denied list to each principal where the college/university teaches.
- 4. The college/university shall ensure that the results of the security clearances have been conveyed to the contracted employee and shall also notify them of the clearance to access TDCJ facilities.

- B. No person shall be allowed access to the prison without an authorized security clearance. The regional continuing education coordinator shall receive notification stating the person has obtained security clearance in order to authorize his/her access to a unit. In the event a person is not cleared by the background check, the WSD Human Resources Office shall correspond directly with that person regarding the problem. If that person's security check later becomes clear, his/her clearance status shall be handled as all other contracted employees.
- C. The Administrator of Post-Secondary Programs shall send a listing of approved contracted personnel to each regional continuing education coordinator on a semester basis (three [3] times a year). The regional continuing education coordinator shall supply a copy to the contracting college/university and appropriate principals. This data can be provided more frequently, upon request or if needed. For those college employees not approved, the contracted personnel process sheet shall be maintained in a file within the Administration Office of Continuing Education until approved. The documentation shall be maintained in accordance with, the WSD Records Retention Schedule.
- D. It is the responsibility of the regional continuing education coordinator to ensure that all contracted employees receive an annual updated security briefing, per contract requirements.

CONTINUING EDUCATION REPORTING

The Division of Continuing Education is responsible for tracking and reporting various data related to post-secondary programs. Data from the reports described in this section are used for reports prepared for the TDCJ Board of Criminal Justice, the U.S. Department of Education, and the WSD Annual Performance Report, as well as for internal monitoring to assist in decision-making purposes.

I. Academic Registration Billing Roster (College 14)

Upon completion of registration each semester, the college/university shall send to the Division of Continuing Education Administrative Office a file of enrolled students to be uploaded in an approved computer format, five working days prior to the beginning of each semester. The Division of Continuing Education Administrative Office shall upload the student's enrollment data. After the upload, the unit education department shall be responsible for all changes to the roster. The academic billing roster shall be sent from the unit to the regional continuing education coordinator where it shall be maintained for billing comparison, report preparation, and tracking of student withdrawals. The final academic registration-billing roster shall consist of the following:

- A. Student name;
- B. TDCJ number and Social Security number (SSN);
- C. Projected release date;
- D. Date of birth and age;
- E. Class(es) and class code(s);
- F. Hours of class(es);
- G. Method of payment(s); and
- H. Total amount charged.

II. Vocational Registration Billing Roster (College 15)

Upon completion of the registration each semester or enrollment period, the unit education staff shall input the following student enrollment data into the IEIMS data screen and generate the vocational registration billing roster. The vocational billing roster shall be sent from the unit to the regional continuing education coordinator where it shall be maintained for billing comparison, report preparation, and tracking of student withdrawals. The vocational registration billing roster shall consist of the following:

- A. Student name;
- B. TDCJ number and SSN;

- C. Projected release date;
- D. Date of birth and age;
- E. Class(s) and class code(s);
- F. Hours of class(s);
- G. Method of payment(s); and
- H. Total amount charged.

III. Semester Statistical Report (College 27)

Within two weeks after certification date, the regional continuing education coordinator shall prepare the Semester Statistical Report for the academic college programs in his/her region and submit it to the Division of Continuing Education Administrative Office. A report for remedial classes shall be prepared separately from the credit courses. If a student is enrolled in an academic credit and remedial class, he/she shall be counted on both reports. The reports shall include the following, by college/university and unit:

- A. Number of classes (number of actual courses - a course with a lab shall be counted as one [1] course);
- B. Number enrolled (number of students enrolled);
- C. Total Enrollments (number of enrollments in all classes);
- D. Hours in progress (number of actual hours including labs);
- E. Average hours per student (hours in progress divided by number enrolled);
- F. Average courses per student (number in class divided by number enrolled); and
- G. Average number in class (number in class divided by number of classes).

IV. Semester List of Courses and Contracted Personnel Instructors (College 28)

Within two weeks after the first class meeting, the regional continuing education coordinator shall prepare and submit to the Division of Continuing Education a Semester List of Courses and Contracted Personnel Instructors. The report shall include, by college/university and unit, a list of academic and vocational courses (including non-credit and workforce) being taught that semester. The full name (last and first) of the contracted personnel instructor shall be listed beside each course. This report shall be the actual courses, not the proposed list of courses. The report shall include:

- A. Course number;
- B. Course title;

- C. Contracted personnel instructor's name (as listed on the contracted personnel approval list); and
- D. Contracted personnel instructor's record number.

V. Semester Analysis of Student Attendance (College 29)

Within three weeks after the end of each semester, the regional continuing education coordinator shall prepare the Semester Analysis of Student Attendance form for the college academic programs in his/her region. Information sources for this report shall include the Academic Registration Billing Roster and the withdrawal forms sent from the unit to the regional continuing education coordinator. The report includes the following, by unit and college/university:

- A. Number of students enrolled;
- B. Number of students withdrawn from the college (all courses);
- C. Percent of students withdrawn (number of students withdrawn divided by number of students enrolled);
- D. Number of enrollments (number of enrollments in all classes);
- E. Reasons for class withdrawals, utilizing the following codes:

60	UT	Unit Transfer
61	OC	Out of Custody
62	ME	Medical
63	CD	Classes Declined
64	CS	Class Suspended
66	UP	Unsatisfactory Progress
69	OR	Offense Report
70	SC	Schedule Conflict
71	WD	WSD Disciplinary
72	AR	Administrative Request
74	PR	Program Refusal
75	EA	Excessive Absences
- F. Total number of class withdrawals (count each course from which a student withdrew); and
- G. Percent of class withdrawals (number of classes from which a student withdrew divided by number of enrollments).

VI. Monthly Vocational Statistical Report/Monthly College Participation

A. The Monthly Vocational Statistical Report identifies the following:

1. Unit;
2. Course;
3. Number of students enrolled in the course at the beginning of the month;
4. Number of students added to the course during the month;
5. Total number of students enrolled;
6. Total number of students who withdrew without receiving a completion and/or certificate;
7. Number of students completing the course with a code 65;
8. Number of students receiving a certificate; and
9. The total of students for the end of the month.

B. The report includes the college non-credit, credit, and Workforce Education short courses. This report shall be reviewed no later than the fifth calendar day of each month by the regional continuing education coordinator. If any discrepancies are found, the regional continuing education coordinator shall notify the Division of Continuing Education of the discrepancies and contact the unit to reconcile.

To access this report follow the below steps:

- Click on the link to the WSD Intranet
- Click on CTED
- Scroll down and click on Monthly College Participation
- Select the appropriate Month.