

	<b>DEPARTMENT OF PUBLIC SAFETY</b>  <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> <b>October 10, 2023</b>	<b>POLICY NO.:</b> <b>COR.14.12</b>
		<b>SUPERSEDES (Policy No. &amp; Date):</b> <b>COR.14.12 of May 4, 2017</b>	
<b>SUBJECT:</b> <b>POST-SECONDARY PROGRAMS</b>		<b>Page 1 of 4</b>	

## 1.0 PURPOSE

To establish procedures governing inmate participation in non-subsidized Post-Secondary Education Programs.

## 2.0 SCOPE

This policy applies to all corrections education programs in the State of Hawaii.

## 3.0 REFERENCES, DEFINITIONS & FORMS

### .1 References

- a. Department of Public Safety (PSD), Policy and Procedures (P&P), COR.02.12, Inmate Trust Accounts.
- b. PSD, P&P, COR.14.09, Academic and Career and Technical Program Standards.
- c. PSD, P&P, COR.14.20, Academic/Career & Technical Program Mandates.
- d. Hawaii Revised Statutes (HRS) § 353-67, Education as Condition for Paroles.
- e. *Hernandez v. Johnston*, 833 F.2d 1316 (9<sup>th</sup> Cir. 1987).
- f. *Rhodes v. Chapman*, 452 U.S. 337 (1981).

### .2 Definitions

- a. Correspondence Courses: Accredited courses developed by colleges and universities which are delivered through the US Postal Service to the student.
- b. Distance Learning Courses: Pre-approved online course modules access through the OPE.
- c. HSE: High School Equivalency.

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COR  P & P	<b>SUBJECT:</b>	<b>POLICY NO.:</b>
	<b>POST-SECONDARY PROGRAMS</b>	<b>COR.14.12</b>
		<b>EFFECTIVE DATE:</b> <b>October 10, 2023</b>
		<b>Page 2 of 4</b>

- d. LMS: Learning Management System.
- e. Non-Subsidized Programs: Academic programs in which the participant maintains full fiduciary responsibility for tuition, fees, and books.
- f. Online Instruction: Any formal education process in which the instruction occurs when the student receives instruction and/or education courses through the internet and/or the student and instructor are linked through the internet.
- g. OPE: Open Prison Education network.
- h. Post-Secondary Program: Academic programs leading to an Associate, Bachelor or Master's degree from an accredited institution of higher learning.

#### **4.0 POLICY**

Inmates who have met all requirements under PSD P&P COR.14.09, Academic and Career and Technical Program Standards and/or in possession of a high school diploma, or HSE, may be provided the opportunity to participate in post-secondary correspondence courses, distance learning courses with online instruction, or blended education programs. Inmate participants may be financially responsible for all tuition, fees, books and materials for all education programs under these categories if unable to qualify for Pell Grant eligibility. Correspondence courses are considered non-subsidized programs and do not qualify under Pell Grant eligibility.

#### **5.0 PROCEDURES**

##### **.1 Screening for Program Participation:**

- a. The facility designated education program specialist shall review all program requests for post-secondary/correspondence programs to ensure that all requirements are or can be met.

The Hawaii Paroling Authority may require a parolee to further his/her education courses and occupational training under HRS §353-67, Education as a condition for parolees.

- b. The designated education program specialist shall interview each inmate

**NOT CONFIDENTIAL**

COR  P & P	SUBJECT:	POLICY NO.: COR.14.12
	POST-SECONDARY PROGRAMS	EFFECTIVE DATE: October 10, 2023
		Page 3 of 4

participant to determine eligibility for participation in the program.

- 1) The inmate shall have a high school diploma, or HSE in order to be eligible for participation in the program.
  - 2) The inmate shall meet the eligibility requirements of post-secondary program in which he/she intends to enroll.
  - 3) The inmate shall meet any eligibility requirements from the course provider.
- c. In the case of correspondence courses, the designated education specialist shall forward inmate's request for approval to the Warden or designee, and the Chief of Security.
- d. The designated education specialist shall forward all completed and approved applications to the designated facility representative for the release of funds as payment for tuition, books and fees, etc. Requests for payment from the inmate's account shall be made in accordance with PSD P&P COR.02.12, Inmate Trust Accounts.
- e. Tuition, books and other fees shall be paid directly to the college or university sponsoring the course.

.2 Program Access:

- a. A catalogue of available post-secondary courses, as well as course applications, shall be made available in each facility education center. Course applications shall be made available upon request by the inmate to the designated facility education program specialist.
- b. Inmates enrolled in correspondence courses shall be enrolled in the Post-Secondary Program, in accordance with PSD P&P COR.14.09, Academic and Career and Technical Program Standards. Depending on the availability of space and resources, books, tapes, tools and equipment shall be secured in the education center.

**NOT CONFIDENTIAL**

COR P & P	SUBJECT:  POST-SECONDARY PROGRAMS	POLICY NO.: COR.14.12
		EFFECTIVE DATE: October 10, 2023
		Page 4 of 4

APPROVAL RECOMMENDED:

  
\_\_\_\_\_  
Deputy Director for Corrections

10/10/2023  
\_\_\_\_\_  
Date

APPROVED:

  
\_\_\_\_\_  
Director

10/10/23  
\_\_\_\_\_  
Date

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