

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Post-Secondary Study

Policy Number: 108.05

Effective Date: 09/16/2020

Page Number: 1 of 3

Authority:
Commissioner

Originating Division:
Inmate Services Division
(Education)

Access Listing:
Level II: Required Offender
Access

I. Introduction and Summary: Post-secondary study may be available to offenders who qualify and who voluntarily seek enrollment in approved courses.

II. Authority:

A. Ga. Comp. R. & Regs. 125-4-2-.04;

B. ACA Standards: 5-ACI-7B-01 (Ref. 4-4464), 5-ACI-7B-09 (Ref. 4-4474), and 5-ACI-7B-10 (Ref. 4-4475); and

C. Americans with Disabilities Act of 1990: 42 U.S.C. §12102, § 12131-34, and 28 C.F.R. §35.101 et seq.

III. Definitions:

A. **SCRIBE** - The Georgia Department of Corrections' (GDC) Offender Data Base.

B. **Correspondence Course** - A course of study offered by an organization upon which the offender initiates and completes independently.

IV. Statement of Policy and Applicable Procedures:

A. Correspondence Courses:

1. Prior to enrolling in a Post-Secondary course, the offender must have approval from the facility administrator, typically the Deputy Warden of Care and Treatment or local designee, as well as the Classification Committee. The approval, or disapproval, will be documented in SCRIBE.

2. An offender wanting to take correspondence Post-Secondary courses, or the offender's family on his or her behalf, must contact the post-secondary provider/institution, and make arrangements for enrollment, payment, study, testing, and all other requirements.

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3. An offender enrolled in a correspondence Post-Secondary course may request assistance from facility staff to proctor and/or tutor – although facility staff are not required to do so. The offender must notify his or her counselor prior to beginning and after completing each Post-Secondary course.
- B. Post-Secondary study with a GDC partner organization (Partner). Some examples of post-secondary Contractors are Ashland University, Brewton Parker University, Life University, NOBTS, etc.:
1. GDC facility leadership will make reasonable accommodations to create a positive and productive learning environment for Post-Secondary educational programs through the Partner.
 2. Offenders must meet individual program entry requirements as established by the Partner.
 3. Priority for enrollment will be given according to sentence length, the number and level/type of Disciplinary Reports, and prior academic/vocational education performance.
 4. Upon Post-Secondary enrollment, SCRIBE data entry related to the offender's program is required.
 - a. The appropriate program should be opened in SCRIBE to reflect program enrollment.
 - b. The offender should be scheduled in SCRIBE correctly.
 - c. A scrolling note, which indicates that an offender should only be transferred to other facilities with the program or a Transition Center, should be entered in SCRIBE.

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- d. Upon completion of the program, it should be closed, and the appropriate reason should be reflected.
- 5. GDC will make a good faith effort to not transfer offenders enrolled in Post-Secondary programs.
 - a. If a transfer is deemed necessary, GDC will make a good faith effort to transfer the offender to another institution that offers the same program if possible.
 - b. Post-Secondary enrollment will not inhibit transfers to Transition Centers.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.