



RHODE ISLAND DEPARTMENT OF CORRECTIONS

Postsecondary Education Program (PEP) Application

Institutions of higher learning must follow a four-step approval process prior to being considered for their Second Chance Pell (SCP) Prison Education Program (PEP) of studies at the Rhode Island Department of Corrections (RIDOC):

1. Initial meeting with RIDOC,
2. New England Commission of Higher Learning (NECHE) review / approval,
3. U.S. Department of Education (US ED) review / approval, and
4. Apply to RIDOC.

First, postsecondary institutions should reach out to RIDOC's Education Unit to discuss potential programming for students who are incarcerated. RIDOC's Education Unit may be contacted at doc.secondchancepell@doc.ri.gov to set up a meeting. Once an institution has established a partnership with corrections, that institution then initiates the substantive change and additional location with its accreditor, if applicable, to offer a new academic program. After the post-secondary institution has agreed to terms with corrections and their accreditor, they must then apply to become a SCP/PEP site with the US ED.

Once all approvals are received by accreditors and US ED, institutions of higher education must complete and submit the following application. The application includes required information that the RIDOC needs to begin the review process when considering allowing any post-secondary PEP into its facilities.

- Applications will be reviewed by the Postsecondary Education Review Committee (PERC). Applicants will be notified of questions, additional information required, and/or approval or denial within a reasonable timeframe (approximately 2 - 4 weeks from receipt of application).
- Please answer all questions as completely as possible. If you wish to offer your Program of Studies in multiple facilities, please indicate each facility in your application. If your school is looking to apply for more than one Program of Study at RIDOC, please fill out a separate application for each additional program.
- Approval letters must be submitted in conjunction with this application. Institutions of higher education that do not submit a letter from the US ED shall have their application returned unreviewed until such time as a letter is received.
- In addition to this application, a separate Data Sharing Agreement (DSA) may need to be executed to protect participants. It is expected that enrollment and attendance data will be entered into appropriate RIDOC databases by faculty for each PEP offered.

Applications with missing or incomplete information are subject to return for completion. Please address all questions to: doc.secondchancepell@doc.ri.gov

Please indicate which term your higher education institution is looking to begin offering the program(s). Due dates for each term can be found on the RIDOC website (<https://doc.ri.gov/programs-services/educational-services/second-chance-pell>)

Spring Summer Fall

Any files that are uploaded will be shared outside of the organization they belong to.

I. General Information

This section requests general information about the postsecondary education program and institution of higher education that is completing the application.

1. Please provide the **first and last name of the person completing the application**. This information will only be used if there is a question about the application. This might be a different person than the program director (information for this person is requested in the following section). _____
2. Please provide the **name of the prison education program** submitting the application (do not use abbreviations or acronyms). Please note that this question is not asking for the name of the higher education institution.

3. Please provide the **name of the institution of higher education** that is affiliated with the higher education in prison program named above (i.e., the institution that is conferring credits and/or credentials). _____
4. If this application is being submitted as a collaboration between one or more colleges/universities or a college/university and community-based organization, please list **all relevant partnerships**.

5. Please list your **higher education in prison program website**, here (if applicable):

II. Program Director Information

This section requests information about the director of the postsecondary education program. If the program does not have a "director" role, please provide the requested information for the person with decision-making authority for day-to-day activities of the program. Please only list information for one person.

6. Program Director **First and Last Name:** _____

7. Program Director **Title** (if additional titles apply): _____

8. Program Director **Email Address:** _____

9. Program Director **Phone Number** (Work/Office): _____

III. Program Purpose

This section requests information about the purpose/mission of education program and the role of the college/university in the partnership.

10. Why is your college/university/organization (or partnership) **interested in starting (or continuing) a postsecondary education in prison program** within the Rhode Island Department of Corrections? (Maximum: 250 Characters)

11. Please briefly **describe the mission/primary purpose of the education program** being proposed. (Maximum: 125 Characters)

Note: You will have an opportunity throughout the application to provide a full overview of the program.

IV. Program and Curriculum Overview: Accreditation

This section requests information about the program site location (and college/university) accreditation.

12. Which **accrediting entity awarded the accreditation** for the college/university that will confer the credential for the prison education program?
13. If the accreditation team made a site visit, please indicate which **prison facility(s) was (were) included** in the site visit:
- | | | |
|---------------------------------|----------------------------------|--|
| <input type="checkbox"/> Intake | <input type="checkbox"/> Women's | <input type="checkbox"/> Minimum |
| <input type="checkbox"/> Medium | <input type="checkbox"/> Maximum | <input type="checkbox"/> High Security |
14. Are all of the Program(s) of Study (i.e., Degree, Certificate, or License Pathway) for the prison education program **included in the college/university accreditation**?
- Yes (*Skip to question 18*)
- No (*Skip to question 16*)
15. Has the college/university that will confer the credential for the prison education program notified the accrediting entity of the **intent to start a prison education program** (at an off-site location)?
- Yes
- No
16. Is there anything else the program would like to share about the **accreditation process**?

V. Program and Curriculum Overview: Program of Study

This section requests information about the specific Program(s) of Study (i.e., Degree, Certificate, or License Pathway) that are part of the postsecondary prison education program.

17. What is/are the proposed **Program/s of Study for the prison education program (Degree, Certificate, and/or License Pathway)**? Please include the name of the college and/or department that is hosting the program(s)? Please list all that apply.

Note: *In the Appendices section of the application, a full overview of the Program Curriculum must be attached as Appendix A for each Program of Study offered.*

18. Please list all degree, certificate, and/or licenses that each Program of Study culminates with. Please also list the college/university that will confer each of the credentials.

19. Please list any classes that are required for enrolled students **that will not contribute to the total credits needed to complete the Program of Study** (for each Program of Study offered).

20. If applicable, please list the specific career or specialization pathway/s for each Program of Study.

21. If applicable, please list any known barriers to employment in the State of Rhode Island for the certificate, licensure or credential in each Program of Study.

Please also describe how information about barriers will be communicated to applicants.

22. What is the average "time to completion" for a student in enrolled each Program of Study? Please answer in years (i.e., 1 year, 2.5 years). _____

Note: *This question is specifically asking about students enrolled in the prison education program and not the time to completion for students on campus.*

23. What is the primary mode of engagement for each Program of Study (i.e., broadcast, correspondence, in-person/face-to-face, asynchronous, synchronous, other)? If multiple modes of engagement are being used at one location, please provide the percentage for each. If multiple locations are being proposed and the mode of engagement is different at each location, please provide an overview for each location.

V. Communication

This section requests information about the processes that will be put in place for the program to communicate with students and vice versa.

24. How does the program plan to **communicate with students about the Admissions and Application Process?**

Please reference any specific resources that will be distributed and attach them in the final section of this Application (Appendix).

25. Please describe the **orientation plan for new students**. Please reference any specific resources that will be distributed and attach them in the final section of this Application (Appendix).

26. If students will be encouraged to use Pell Grants to cover their cost of attendance, please describe **how they will be educated about the Pell Grants**. Please reference any specific resources that will be distributed and attach them in the final section of this Application (Appendix).

27. How does the program plan to provide **general program updates to students?**

28. Please describe the methods that **students will use to communicate with the program.**

VI. Admission and Enrollment

This section requests information about the admission and enrollment process for students in the prison postsecondary education program. Please note that these questions specifically pertain to incarcerated students applying to and/or admitted into the postsecondary education program. These questions are not asking about students on the main/outside campus.

29. Please list the **admission criteria for the prison education program?**

30. Will students be **admitted to the college/university, the higher education in prison program, both, or another admission structure?**

Mark only one oval.

College/University (and will not require students to reapply when they are released from prison) *Skip to question 33*

Higher Education in Prison Program *Skip to question 32*

Both the College/University and Higher Education in Prison Program
Skip to question 32

Other admission structure *Skip to question 31*

31. Please describe the **"other" Admissions Structure** selected in the previous response.

32. Please explain any **barriers to enrollment for students who are currently and/or formerly incarcerated** that might affect their ability to transition from the prison program directly to the campus (upon release). If no barriers exist and students will matriculate directly from the prison campus to the main/outside campus, please write that "no barriers exist."

33. Please describe any **existing articulation agreements** with other colleges/universities and will be available to students in the program.

VII. Admission and Enrollment: Equity and Access

This section requests information about how the program will promote equity and access in the admission and enrollment process.

34. How does the program **account for racial equity** in the admission and enrollment process?

35. How will the program **recruit students who are underrepresented in higher education** (i.e., first generation students, students from economically disenfranchised communities, students of color, etc.)?

VIII. Student Support and Reentry Services

This section requests information about the student support and reentry services made available to students in the prison postsecondary education program. Please note that these questions specifically pertain to incarcerated and/or formerly incarcerated students and not about students on the main/outside campus.

36. Please list **any remediation and/or preparatory classes** that will be offered to students.

37. Which of the following **student support services will be offered?** Check all that apply.

- Learning disability support (and/or testing)
- Library and/or Interlibrary loan (EBSCO, JSTOR, etc.) Math
- Tutoring
- Teaching Assistants
- Technology (computers, printers, etc.) Student
- Advisory Board
- Study Hall
- Writing Lab/Tutoring
- Our program does not currently offer any of these student services

38. Which of the following **reentry services will be offered** (either through the program, college/university and/or community partnership)? Check all that apply.

- Admission Counseling/Support Apprenticeships
- Basic Needs Supplies
- Computer/Digital Literacy
- Financial Aid Counseling Health
- or Wellness Support Housing
- Support Services Job or Career
- Readiness Job Placement
- Legal Support Services Transportation
- Support or Vouchers
- Our program does not currently offer any of these reentry services

39. Please describe any **existing employment or professional training opportunities** for students upon release (i.e., apprenticeships, internships, etc.).

IX. Pell Grants

This section requests information about the financial structure of the program and if/how Pell Grants will be used.

40. Will the prison education program (college/university) have at least one student who will apply for a Pell Grant (using the Free Application for Federal Student Aid - FAFSA). In other words, **will the program use Pell Grants to support student enrollment costs** (for any number of students, but at least one)?

Mark only one oval.

- Yes
- No
- Maybe

If "maybe" was selected, please explain. Please include the reason/context for why the program will/will not use Pell and if the programs decided to use Pell when that process with the USDOE and accrediting agency would begin.

X. Tuition and Financial Aid

This section requests information about the tuition and financial aid costs and process for students in the prison postsecondary education program. Please note that these questions specifically pertain to incarcerated and/or formerly incarcerated students and not students on the main/outside campus.

41. What is the annual **per student cost of attendance**?

Note: Please provide the amount even if the cost of attendance is covered by the college/university, outside funders and/or Pell Grants. Please also note if the cost of attendance is different across individual Programs of Study.

42. How will **tuition be paid for students in the program** (i.e., scholarship, self-pay, tuition remission, etc.)? If multiple sources will be used, please list all possible sources.

43. If Pell Grants are being used, how will student tuition be covered for **students who are ineligible to receive Pell Grants**?

44. How will the **cost of academic supplies, books, and other resources be covered**?

45. What, if any, is the **estimated cost of program participation assessed directly to the student** and/or their family? If no cost will be assessed to the student and/or family, please note that below.

No cost will be assessed to the student and/or their family

The amount of _____ will be assessed to the student and/or their family

46. What is the program's plan to **ensure financial sustainability**?

47. Given the current resources of the program (financial, logistical, programmatic), **how many students can the program reasonably enroll each year**? Please provide a number.

Note: This information will only be used to understand what is possible for the program and not as an expectation for actual enrollment.

XI. Evaluation

This section requests information about the data collection efforts of the program and how the program defines success (student and/or program).

48. How does the program **define student success**? (Maximum: 250 Characters)

49. What data does the program collect to **measure student success**?

50. How does the program **define program success**? (Maximum: 250 Characters)

51. What data does the program collect to **measure program success**?

52. Is there a pre- and post-test given to help measure success and/or outcomes?

Yes No

If yes, you are required to provide RIDOC with the results from both assessments within 45 days of the last day of the class.

XII. Additional Information

There will be an opportunity for programs to share any information that they believe is important but has not been asked.

53. Please list any **other states where this prison education program is currently offered**.

54. Please provide relevant **links to any current media, communications and/or public relations materials** that will help us learn more about your proposed prison education program (from the past 3-5 years).

55. Is there **anything else you would like to add** about the proposed prison education program that might be helpful for the review committee to know?

XIII. Submission of Annual Report

56. At the conclusion of each academic year, you will be asked to **submit an Annual Review of your program’(s’) performance, accomplishments, goals, and vision heading into the next year.**

I affirm that our prison education program will submit an Annual Review.

Annual Reviews must be submitted no later than 30 days after it is completed.

Completed Annual Reviews shall be submitted to doc.secondchancepell@doc.ri.gov.

XIX. Appendices

This section asks the program to upload documents that are relevant to the postsecondary PEP being proposed. All documents must be submitted to doc.secondchancepell@doc.ri.gov.

57. Appendix A: Program Curriculum

Please attach a single PDF document that includes all the proposed Curriculum for each Program of Study.

58. Appendix B: Accreditation Confirmation

Please attach a single PDF document that includes either a notification of accreditation for the prison education program or a confirmation letter confirming that the prison education program (college/university) has notified its accrediting entity(s) of the intent to seek accreditation.

59. Appendix C: College/University Admission Policy for Justice-Involved Students

Please attach a single PDF document that includes the specific policy at the college/university.

60. Appendix D: Existing Memorandums of Understanding (MOUs) with Community Partners, with other Colleges/Universities and/or with other Departments of Corrections (if applicable)

Please attach a single PDF document that includes all existing MOUs.

61. Appendix E: Additional Documentation (Optional)

Please attach a PDF document of any additional resources/information that you believe is important for the Review Committee to be made aware of.

END OF APPLICATION

REMINDER: Please ensure that all required documentation is attached, and that the application is complete.

Completed applications and documentation must be submitted to doc.secondchancepell@doc.ri.gov. Incomplete applications will be returned unreviewed.

All questions and inquiries may be submitted to doc.secondchancepell@doc.ri.gov.