

### **1.03 ACADEMIC PROGRAM ORGANIZATION AND MANAGEMENT**

College academic programs are under the day-to-day administration and supervision of the Windham School District (WSD) Unit principal. The Regional Continuing Education Coordinator shall work with the Unit principal and college personnel regarding the policies and procedures that apply to the programs contained in this manual. Program technical supervision and any needed follow-up training shall be provided by the Regional Continuing Education Coordinator.

The colleges/universities shall coordinate and finalize the proposed classes to both the Unit principal and the Regional Continuing Education Coordinator at least 60 days prior to the beginning of each semester. This recommendation shall include course prerequisites, textbook requirements for each course, day and time for each course, minimum and maximum enrollments for each course, number of sections in each subject area, teacher assignments, and any other special requirements for any course, such as calculators or lab kits. The maximum class size can be no larger than the classroom capacity, which shall be determined by the Unit principal.

The college/university shall provide administrative supervision of college/university faculty and staff working on the 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 contract.

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 teaches on its campus, the college shall be responsible for maintenance and utilities.

The college/university shall offer to offenders like courses as offered on campus for similar degree plans. The college/university shall accept on campus any hours an offender student earns from them while incarcerated at TDCJ and the hours shall be considered resident credits. Satisfactory performance shall be determined under the Policies on Academic Standards as required by the college/university.

The college/university provides the salaries for instructors, and it is the responsibility of the WSD to provide student textbooks and supplies, unless otherwise agreed to by the college/university. Tuition and fee expenses known as State Reimbursable Costs shall be paid by TDCJ/WSD for eligible offenders who are required to reimburse the State for these costs.

## 1.03.2

All costs associated with the master's program shall be paid to the university by the offender through the I-25 process, direct payment to the college/university, by qualifying for Hazelwood, or any other grants or scholarships.

Faculty hired to teach, counsel, advise, and/or proctor Distance Learning classes may not be employees of the TDCJ, WSD, or any contracting parties' staff, 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. The college/university must obtain approval each semester when requesting special permission for an employee.

The colleges/universities shall provide WSD each fall, spring, and summer semester a list of those students who complete their degree requirements that semester. Offender student transcripts, degree plans, grades, and class records shall be maintained by the colleges and universities just as those kept for regular students, and shall be made available to WSD upon request. There shall be no charge for a reasonable number of offender student transcripts requested by WSD. A copy of each student's degree plan shall be provided to the Unit education department.