



WINDHAM SCHOOL
DISTRICT

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SUPERINTENDENT DIRECTIVE

SUBJECT: POSTSECONDARY EDUCATION PROGRAMS

AUTHORITY: General Appropriations Act, 89th leg, Texas Department of Criminal Justice, Art. V, Rider 26; Tex. Educ. Code §§19.0041; 19.012; 19.013; TDCJ AD-14.58, “Deposit Procedures for the Unit Clearing Account”; TDCJ Parole Division Policy and Operating Procedure 3.1.6, “Restitution/Postsecondary Education Reimbursement/Fees/ Collection Process.”

POLICY:

Postsecondary education programs are offered to students in the Texas Department of Criminal Justice (TDCJ) who have demonstrated interest, aptitude and capability for postsecondary level study. Postsecondary academic programs consist of college (two-year), university (four-year), and master’s degree credit academic courses, which may lead to a postsecondary degree. Postsecondary workforce education programs consist of college credit courses, which are approximately six months in length and may lead to a credential of value or postsecondary degree.

DEFINITIONS:

“Academic Associate” degree is a type of degree program generally intended to transfer to an upper-level bachelor’s degree program that will satisfy the lower-level requirements for a bachelor’s degree in a specific discipline.

“Associate of Applied Science” (AAS) is a program of study which includes coursework in a technical area, as well as core curriculum. AAS degrees can require up to 68 hours of college credit coursework or the equivalent of two full years of college credit.

“Authorized User” is an individual approved to access postsecondary education systems, applications, or data based on assigned job responsibilities.

“Bachelor’s degree” 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 of college credit coursework with at least 51 hours from the university awarding the degree.

“Class Certification Date” is the date that an institution of higher education establishes as the last day each semester or enrollment period that a student may be added or withdrawn from a class without penalty. Student rosters are finalized on this date for tuition billing purposes.

“Confidential Information” includes student education records, personally identifiable information (PII), employee information, security-related information, and any information protected by FERPA or state or federal law.

“Credential of value” is an earned Level-1 or higher certificate with a third-party, industry-recognized credential that equips recipients for strong career trajectories, improves earning opportunities, and aligns with high-demand jobs offered by Texas employers.

“Information Resources” includes all hardware, software, systems, applications, networks, telecommunications services, electronic records, cloud-based services, portable media devices, and data used in support of postsecondary education programs.

“Institution of Higher Education” (Institution) refers to public technical institute, public junior college, public senior college or university, public state college or other agency of higher education as defined in this Texas Education Code Chapter 61.

“Master’s degree” 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.

“Postsecondary Education Reimbursement (PSER)” is the program established by TDCJ, which provides for the payment of postsecondary education tuition and fees for enrollment in courses by eligible students, funded from Strategy C.2.2. Academic/Vocational Training appropriation budget line.

“Postsecondary Employees” are employed by an Institution of Higher Education to provide services to postsecondary academic programs under contract with Windham School District (Windham), including faculty and staff, deans, department heads, administrative officers, counselors, advisors, part-time employees, substitute teachers, and proctors.

“Program Refusal” refers to a resident declining participation in a postsecondary program, after they are transferred to the program unit for participation.

“Prospective Student” is a resident identified as likely having the ability and interest in postsecondary programs.

“Security Incident” is any event resulting in actual or suspected unauthorized access, disclosure, loss, alteration, disruption, or destruction of information resources or data.

“Student” is a resident currently enrolled in a postsecondary program as described by this policy.
“Texas Success Initiative Assessment” (TSIA2) is an academic skills instructional testing program that measures postsecondary readiness in reading, writing, and mathematics.

“Veterans’ Benefit” is a state or federal benefit, such as Hazlewood or GI Bill® benefit. Institutions are responsible for verifying eligibility for and awarding the benefit.

“Workforce Education Program” consists of credit-earning courses in career and technical education in occupational trades provided through shop training and classroom instruction, resulting in a credential of value.

“Waiver” is a request for an exception/deviation to the rules in this policy, using the Postsecondary Enrollment Criteria Waiver form.

“Withdrawal” is the removal of a student from class by using the appropriate code indicating the reason the student was withdrawn.

PROCEDURES:

I. Responsibilities

A. The Institution will:

1. offer programs to students that are substantially similar to those available at the Institution’s community-based campus(es);
2. accept postsecondary credits awarded by accredited institutions of higher education, in line with institution's policy;
3. identify, recruit, and request participation of prospective students for postsecondary programs, including those who are not on their campus of operation;
4. provide classroom instruction on TDCJ facilities;
5. be responsible for the salaries and benefits of the Institution’s personnel;
6. enter and record data regarding postsecondary student enrollment, attendance, and achievements;
7. coordinate the distribution and collection of the textbooks on the unit;
8. submit postsecondary employee information to Windham for background review and clearance;
9. process I-60s (Request to Officials), interest forms and correspondence submitted to the Institution by residents expressing an interest in postsecondary programs;
10. advise students on all relevant aspects of the postsecondary process;

11. provide billing information to Windham in accordance with the Institution's contract;
12. provide administrative supervision of postsecondary employees working on TDCJ facilities;
13. use only technology, software, and systems approved by Windham and TDCJ when operating within a correctional facility and ensure all employees comply with information security requirements;
14. designate an administrative point of contact for technology-related matters and coordinate requests for technology installations, upgrades, software deployment, and network connectivity through the Windham Information Technology (IT) department;
15. maintain responsibility for institution-owned devices and equipment utilized for postsecondary instruction and promptly report technology security concerns to Windham;
16. comply with relevant policies and procedures of Windham and TDCJ; and
17. receive advance authorization from Windham College and Career Readiness (C&CR) department prior to requesting or inviting guest attendance on TDCJ facilities, for tours, speaking engagements, or special events, etc.

B. Windham will:

1. administer the provision of postsecondary education programs;
2. monitor and maintain data regarding postsecondary student enrollment, attendance, and achievements;
3. provide data to TDCJ to support the Legislative Budget Board and Texas Workforce Investment Council performance measures and other reporting requirements related to postsecondary education;
4. monitor contract and technology requirement compliance;
5. provide information and guidance to Institutions as necessary;
6. maintain account records for each student who enrolls in postsecondary programs using PSER funds on the PSER system;

7. maintain and administer postsecondary education student management systems, including ES30 and successor systems;
8. establish security requirements and coordinate technology access approval for postsecondary technology use;
9. coordinate with TDCJ IT personnel regarding security, infrastructure and operational matters;
10. request transfers of students to locations of postsecondary education programs; and
11. facilitate required trainings for postsecondary employees.

II. Program Information

A. Academic

1. Students can earn an academic associate degree (Associate of Arts (AA) or Associate of Science (AS)), bachelor's degree, and master's degree through postsecondary academic education programs.
2. Priority for enrollment may be given to students who:
 - a. do not have prior postsecondary enrollment, and
 - b. have a projected release date, initial parole review date, or maximum expiration date that is within ten (10) years.

B. Workforce Education

1. Students can earn workforce education certifications and an Associate of Applied Science (AAS) through postsecondary workforce education programs.
2. Workforce education programs:
 - a. provide a combination of shop training and classroom instruction;
 - b. lead to a credential of value;
 - c. may be used to satisfy the technical component of the AAS; and
 - d. result in industry-recognized credentials and postsecondary credit hours upon satisfactory completion.

3. Institutions must consider the award of credit for prior learning for military experience, demonstrated job skills from prior work history, apprenticeship, assessments demonstrating proficiency, and programs completed with Windham for students completing the same competencies or earning the same industry-based certification and credential of value (e.g., NCCER).
4. Instructors for regulated trades that require an occupational license must be licensed in accordance with the applicable section of the Texas Occupations Code for the field of licensure.
5. Priority for enrollment may be given to students who:
 - a. do not have prior postsecondary enrollment; and
 - b. have a projected release date, initial parole review date, or maximum expiration date that is within five (5) years and sufficient time remaining on sentence to complete the program.
6. Shop Safety
 - a. The use of any workforce education training shop must comply with TDCJ Administrative Directive (AD)-07.10, "Operation of Career and Technical Education Shops," TDCJ AD-03.19, "Control of Tools and Sensitive Items" and Windham OP-08.02 "Career and Technical Education (CTE)."
 - b. The workforce education program instructor will receive appropriate safety training from the Institution, in coordination with Windham as needed.
 - c. The workforce education officer and instructor are responsible for ensuring tools and equipment are inventoried in accordance with TDCJ AD-03.19.
 - d. The Institution is responsible for obtaining the warden's permission, at least ten (10) days in advance for the entry of any tools, supplies, and equipment needed to conduct courses.

C. Texas Success Assessment Initiative 2.0

The TSIA2 is an instructional program that measures college readiness in reading, writing, and mathematics.

1. The Institution will provide each eligible prospective student with information regarding TSIA2 testing procedures and their test results.

2. Prospective students must have earned the appropriate TSIA2 performance level or be exempted as defined by the Texas Higher Education Coordinating Board (THECB).
3. The Institution is responsible for verifying TSIA2 exemptions.
4. Once enrolled, the Institution is responsible for placing the student into appropriate courses based on TSIA2 results.
5. The Institution will purchase all testing materials needed for TSIA2 Testing.
6. Payment:
 - a. If applicable, the fee charged to prospective students by the Institution for the TSIA2 test must be the same or lower as for community students.
 - b. If the prospective student uses PSER funds to pay for the testing, then their PSER account will be charged the established fee accordingly.
 - c. A prospective student using another method to pay for the TSIA2 testing must pay the Institution directly. This amount will be shown as a credit on the invoice presented to Windham by the Institution.
 - d. The TSIA2 test fee is considered a cost of attendance and therefore must be included on the Institution's completed invoice.
7. The Institution will enter a prospective student's TSIA2 test results into the ES30 Texas Success Initiative Screen (28 screen) within ten (10) working days of the results.

D. Degree Plans

1. Students should complete their degree objective in the most efficient and economical manner possible.
2. Students must have a degree plan by the end of the first semester of enrollment.
3. Degree plans may be changed with the written approval of the C&CR department and the Institution's student advisor.

III. Eligibility for Enrollment in Postsecondary Programs

A. Basic Eligibility Requirements

1. High school diploma, high school equivalency (HSE) certificate, or non-traditional secondary education, as defined by Texas Education Code 51.9241.
2. Free of a major disciplinary infraction for six months, prior to enrollment.
3. Correctional Institutions Division (CID) custody Level 1 or 2 (G1/OT or G2); State Jail custody Level 1 or 2 (J1/OT or J2). Residents classified at other custody levels may be considered on a case-by-case basis.
4. Time-earning status of L1 or better (S1, S2, S3, S4), regardless of custody level.
5. No Immigration and Customs Enforcement detainee.

B. Additional Eligibility Considerations

1. Students completing dual credit courses with a college and Windham are eligible to continue postsecondary participation upon graduation from high school.
2. Residents on suspension from postsecondary participation on a class start date are ineligible for course enrollment.
3. Residents with a verified academic degree (AA, AS, bachelor's degree and master's degree) on file are not eligible to participate in an academic program for the same degree level, regardless of the type of degree.
4. Residents with a verified workforce education program certificate or degree (workforce education certificates or AAS) on file are eligible to participate in additional programs when the trade is considered upskilling or reskilling.

Students who have already earned a degree may not be considered for transfer for the same level of degree, except a student with a workforce education degree (AAS) may pursue an academic pathway (AA or AS).

5. Residents with life and consecutive sentences may be eligible for postsecondary participation if completion of the program will contribute to the betterment and growth of the TDCJ environment (e.g., peer tutors, law clerks, maintenance, and facilities workers). An Institution may submit a Postsecondary Enrollment Criteria Waiver form (Waiver) to the Windham C&CR department, for enrollment consideration if a resident is denied due to a sentence.
6. Sexual Offenses

- a. Residents convicted of sexual offenses against children are ineligible for enrollment in courses with online access.
- b. Residents ineligible for a degree plan because of courses requiring online access may be eligible if the Institution can provide an alternative course that meets degree plan requirements. An Institution may submit a Postsecondary Enrollment Criteria Waiver form to the Windham C&CR department for enrollment consideration if a resident is denied enrollment.

C. Bachelor's Degree Program Eligibility

In addition to meeting basic eligibility requirements, the following apply to enrollment in a bachelor's degree program:

1. The prospective student must have earned an academic associate degree from an accredited institution with a grade point average (GPA) that meets the Institution's standards for enrollment; or
2. The prospective student did not earn an AA or AS, but completed at least 60 core credit hours prior to incarceration; or
3. The prospective student did not earn an AA or AS, but completed at least 30 core credit hours while incarcerated, but has not completed an associate degree.
4. The university must submit a degree plan with documented core hours to the Windham C&CR department for review.
5. Dual enrollment for an academic associate degree and a bachelor's degree must be approved by the Windham C&CR department.

D. Master's Degree Program Eligibility

In addition to meeting basic eligibility requirements, prospective student must have earned a bachelor's degree from an accredited institution with a GPA that meets the receiving university's standards for enrollment before enrolling in a master's degree program.

IV. Operating Procedures

A. Program Enrollment, Placement, and Participation

1. Interest Forms

- a. Prospective students must work with a student advisor or designee (Institution or Windham) to complete the appropriate interest form and be placed on the interest list, prior to consideration for enrollment.
 - b. Interest forms completed by an Institution must be entered into the ES30 Eligibility Screen (01 screen) for processing.
 - i. Men's Certificate and Associate Programs Interest form
 - ii. Women's Certificate and Associate Programs Interest form
 - iii. Men's Bachelor and Master Program Interest form
 - iv. Women's Bachelor and Master Program Interest form
 - c. The Windham C&CR department will enter interest forms that are received from Windham personnel who do not have postsecondary partners operating at their campus.
2. Consent for the Release of Education Records

The Institution must:

 - a. ensure that each prospective student completes the Consent for the Release of Education Records (Family Educational Rights and Privacy Act (FERPA));
 - b. ensure that each prospective student completes the General Consent for the Release of Education Records (Family Educational Rights and Privacy Act (FERPA));
 - c. process FERPA forms by entering into the ES30 Education Records Release Consent Screen (27 screen); and
 - d. document a refusal on the FERPA forms and place a copy in the student file on the unit, if the student refuses to sign.
3. Student Request forms must be submitted to Windham 90 days prior to the date students are needed on the unit.
4. Subsequent requests for student placements may be considered on a case-by-case basis, when submitted to Windham at least 30 days prior to class start date. Subsequent student requests requiring transfer will not be considered. Prior to requesting additional students, the Institution must ensure prospective students are placed on the ES30 Eligibility Screen (01

screen).

5. The Institution is responsible for evaluating the number of students completing a postsecondary program to determine the potential number of openings available for the upcoming semester or workforce education cycle.
6. Windham will review prospective students that are eligible for enrollment consideration and enter them on the ES30 College Placement List (02 screen). All students must be approved by Windham prior to attending class.
7. The Institution is responsible for ensuring that all students placed in a postsecondary program are enrolled into the ES30 Program Enrollment Screen (03 screen) prior to class start date.
8. Students not enrolled into the ES30 system by the class certification date are ineligible for participation and must be removed from classes for the semester. If a student is not removed, the Institution may not deny the award of credit earned. The Institution may not bill the student for any financial cost incurred.
9. The Institution should review their ES30 College Placement List (02 screen) no later than 30 days prior to the start of the next semester or workforce education cycle, to verify prospective students that need advising to determine their Institution eligibility status.
10. If it is determined during the enrollment process that a prospective student is not eligible for enrollment, the Institution must notify Windham within three days, but no later than class start date, so alternate students may be identified.

Notice should include the name of the program, names of ineligible residents, and reasons for ineligibility. Windham will attempt to identify alternate students on the unit.

B. Attendance

1. Students enrolled in a postsecondary program are expected to attend each class and complete the course. Students who refuse to report to class may be subject to disciplinary action.
2. An enrolled student who does not attend any classes by the certification date will be withdrawn from the class as follows:
 - a. If the student was already on the unit of the program, they can be withdrawn without penalty, if withdrawn prior to the certification

date or

- b. If the student was transferred to the unit for the program, they will be withdrawn and can be suspended from postsecondary programming for up to two calendar years and returned to their institution of origin, if deemed appropriate by the TDCJ State Classification Committee (SCC).
3. The Institution is responsible for ensuring the accuracy of the class rosters and notifying the Windham C&CR department when students fail to attend any classes.
4. If a student is moved from a TDCJ unit for circumstances beyond their control (i.e., medical, Protection Investigation), the Institution will evaluate the student's attendance and grades to determine if they will receive an Incomplete. Alternatively, the Institution may consider correspondence work, if permitted by their accreditor, to assist the student in completing the class.
5. Attendance is governed by the Institution's attendance policy.
6. The Institution will reconcile attendance weekly and maintain attendance records for auditing purposes.
7. The reconciled class roster must be signed by the instructor, certifying its accuracy. Institution administration must submit a reconciled class roster for the week(s) which include a certification date as part of a complete invoice. Invoices are not considered complete until the reconciled rosters are received.

C. Completion

1. Institutions must submit transcripts for students completing a postsecondary education program to the Windham C&CR department by the 30th day from the end of each Fall, Spring and Summer semester, or workforce education cycle, as part of the End of Semester reports.
2. The Institution must enter all achievements into the ES30 College Achievement Screen (07 screen) by the 30th day from the end of the semester or workforce education cycle.

D. Withdrawal Procedures

1. Prior to or on Certification Date

- a. If the student was already on the unit of the program, they may be withdrawn without penalty prior to the certification date or
- b. If the student was transferred to the unit for the program, they will be withdrawn and may be suspended from postsecondary programming for up to two calendar years and returned to their unit of origin.
- c. A student who is not assigned to the unit where the program is offered as of the class certification date may be withdrawn, without penalty. Prior to withdrawing a student from class, the Institution staff must make reasonable efforts to verify the student's status. Students affected may include, but not limited to, those on bench warrants and medical reassignments.

2. After Certification Date

- a. If a student is withdrawn from a postsecondary program after the certification date for an unexcused reason, they may be suspended from future enrollment in postsecondary programs as follows:
 - i. If the student was already on the unit of the program, suspension will be for one (1) calendar year from the withdrawal date or
 - ii. If the student was transferred to the unit for the program, suspension will be for two (2) calendar years from the withdrawal date.
 - iii. The student will be allowed to continue with other courses in which they are currently enrolled and attending.
- b. The Windham C&CR department will document and track the two-year suspension. A record of suspension will be maintained within the ES00 System. After the suspension, the prospective student is responsible for submitting a new interest form.
- c. If a student in a program is transferred to another unit after the certification date, the Institution must immediately email the Windham C&CR department. An attempt should be made through SCC to return the student for program completion, if eligible. If the student does not return after a reasonable period, a Student Schedule Change form should be submitted by the Institution indicating the student is not available to sign.

3. Withdrawal Codes

a. Unexcused Withdrawal:

- i. 63 – Class Declined
- ii. 69 – TDCJ Major Disciplinary
- iii. 74 – Program Refusal (after transfer)
- iv. 75 – Excessive Absences

b. Withdrawal Codes for Excused Reasons are as Follows:

- i. 60 – Unit Transfer
- ii. 61 – Out of Custody
- iii. 62 – Medical
- iv. 65 – Completed Class Requirements (even if a certificate was not awarded)
- v.
- vi. 66 – Unsatisfactory Progress
- vii. 67 – Input Error
- viii. 68 – Ineligible
- ix. 70 – Treatment/Schedule Conflict
- x. 72 – Administrative Request
- xi. 73 – Withdrawal Before or on Certification Date
- xii. 99 – Other

4. Students who receive a reduction in time-earning status or custody level or conviction of a major case after the class certification date will not be withdrawn from class, unless required by TDCJ or the Windham C&CR department. Students may finish courses in which they are enrolled, if possible. Students will be subject to eligibility requirements for future semesters.

5. Student Drop Form

- a. A Student Drop form must be completed in conjunction with the Institution's add/drop process if a student is dropped from a class at any time.
- b. The Institution is responsible for ensuring the withdrawal is processed when a student is dropped from a class by updating the Unit Tracking Logs, so the student may be dropped from the unit roster.

6. Academic Class Changes

If a student enrolled in one or more postsecondary course changes courses (for example, the student is enrolled in History, but withdraws from History to enroll in English), it will be considered a course "change" and not a "drop." There is no penalty for the course change. Course changes must comply with the Institution's enrollment policy and be applicable to the student's degree plan.

7. Academic Unsatisfactory Progress

If a student fails a course, the Institution will offer the student tutoring assistance prior to repeating the course. The Institution is responsible for tracking failing grades.

8. Workforce Education Program Unsatisfactory Progress

- a. If a student receives a failing grade in a workforce education course, the instructor must refer the student to the appropriate college representative. The college representative must submit one (1) of the following recommendations, in writing, to the Windham C&CR department:
 - i. The student continues with the current training program and re-enroll in the failed area the next time that course is offered;
 - ii. The student does not continue with the current program until the failed area is taken again and passed; or
 - iii. The student should be referred to a different program that would be more suitable for their capabilities.
- b. A student with two failed attempts in a workforce education program area or who began a program two times without earning a certificate (the same program), must pay tuition and fees from personal funds (see Section V.A.1.) to enroll in an additional

workforce education program course.

E. Graduation

1. The Institution will waive students' requirement to petition for graduation. Degrees will be awarded upon the completion of degree requirements, which are tracked by the Institution.
2. Graduation ceremonies are held at a time agreeable to the Institution, the Windham C&CR department, and the unit warden.
3. Windham and postsecondary graduation ceremonies may be held concurrently.
4. The Institution will coordinate with the Windham Communications department when developing the graduation program.
5. Eligibility for Attending Graduation
 - a. Graduating students may participate in their class's graduation ceremony. Summer, Fall and Spring graduates may participate in the same ceremony.
 - b. The student must be CID custody Level 3 (G3) or better, have a time-earning status of L1 or better, and not have a major disciplinary infraction for six months prior to graduation or have approval from the unit warden.
 - c. Students assigned a Visitation Restriction (VR) Code may participate only in the graduation ceremony, unless additional graduation activities are approved by and coordinated with the unit warden.
 - d. The list of graduating students must be submitted by the Institution to the Windham C&CR department for eligibility screening and approval, at least six weeks prior to the ceremony. The Institution must ensure that students' achievements are entered correctly on the ES30 College Achievement Screen (04 screen). Students not properly entered into the ES30 system are ineligible to participate in the graduation ceremony.
 - e. Names of eligible students must be submitted to SCC by Windham C&CR department for final approval of transport to the graduation ceremony.

- f. Students will not be transferred between units for graduation participation, unless authorized by TDCJ.

6. Graduation Invitation

- a. The Institution must ensure the graduates complete the information for the Graduation Invitation form. The form must be approved by the warden at least six weeks prior to the ceremony.
- b. Two adult guests from a graduate's approved visitation list, along with accompanying children, may attend a graduation ceremony. Guests are subject to requirements of the Inmate Visitation Plan.
- c. Only approved guests on the Graduation Invitation form may attend a graduation.

7. The Institution is responsible for managing the following graduation activities, in coordination with the Windham principal and with approval from the warden:

- a. processing the Graduation Invitation forms;
- b. coordinating with unit security for the attendance of additional residents and visitors who will be on the unit for the ceremony;
- c. reserving appropriate rooms, gyms, or chapels with adequate space and seating for all attendees;
- d. coordinating refreshments for the post-ceremony visitation;
- e. ensuring the sound system is working;
- f. ensuring that planned music is appropriate for a graduation ceremony;
- g. explaining ceremony details, such as appropriate dress (cap and gown if available), seating arrangements, marching order, processional, and recessional;
- h. coordinating graduation photography;
- i. coordinating a practice graduation, if necessary; and
- j. ensuring appropriate seating for the stage party, faculty, and staff.

8. Windham will not pay expenses associated with postsecondary graduation (i.e., graduation or cap and gown fees).

F. Transfers

1. To maximize opportunities for enrollment in postsecondary courses, a state-wide interest list and transfer process will be used. The Windham Operational Support (Ops) department will coordinate transfers through SCC.
2. Windham staff will meet with prospective students to verify if they are still interested in the postsecondary program for which they were placed on the interest list. The prospective student must sign the Participation Verification form indicating they are still interested. The Windham staff will return the form to the Windham Ops department for processing.

G. MicroFocus

1. ES30

Institutions must use the ES30 system for all postsecondary data entry and reporting.

- a. Education Tracking Workflow – Enrollment and Completion Process
 - i. ES30 Add Eligibility Screen (01 screen) is used to determine basic eligibility. This screen allows the Institution to determine if a student meets the basic eligibility requirements. If a student meets basic eligibility requirements, once entered on this screen, they will automatically be placed on the Interest List for Windham C&CR department to review.
 - ii. ES30 College Placement List (02 screen) is used for review of enrollment considerations by the Institution.
 - iii. ES30 Program Enrollment Screen (03 screen) is used to manage students through the semester or course.
 - iv. ES30 College Achievement Screen (04 screen) is used to manage students at the end of the semester or course.
- b. Education Tracking Subsystems – Information and History

- i. ES30 Name Search (20 screen) is used to search for a student within the ES30 system by name.
- ii. ES30 Business Eligibility Screen (21 screen) is used to determine PSER eligibility.
- iii. ES30 Eligibility History Screen (22 screen) provides a detailed account of all programs entered in the 01 screen for a student, including eligibility.
- iv. ES30 Achievement History Screen (24 screen) is used to view student achievement records.
- v. ES30 Education Records Release Consent Screen (27 screen) is used to enter and review FERPA information.
- vi. ES30 Texas Success Initiative Screen (28 screen) is used to enter and view TSIA2 scores.

2. R050

a. Institution Responsibilities

- i. The Institution is responsible for ensuring students are placed on the Unit Tracking Logs so that the student appears on the unit roster.
- ii. The Institution is responsible for ensuring adds and drops are updated on the Unit Tracking Logs so that unit rosters are correct.
- iii. During the semester, the Institution may submit lay-ins to request student advisement and interviews.

- b. Upon program completion (certificate or degree), the Institution must email a completion report to the Chief of Classification and to the Windham C&CR department. Upon receipt of the completion report, a UCC meeting should be scheduled to review the student(s) for job placement in the appropriate field.

H. Miscellaneous

1. Student Files

The Institution is responsible for maintaining student files. Each file must contain:

- a. A copy of the student's transcript;
 - b. Student Drop form(s);
 - c. Copy of placement assessments and tests;
 - d. Copy of degree plan;
 - e. Copy of workforce education certificates;
 - f. Advising documents;
 - g. Copy of FERPA forms; and
 - h. Any other information relevant to the student's participation.
2. Faculty and staff must stand at their respective classroom doors during ingress and egress, maintain professional proximity and ensure assigned classroom and hallway are visible.
3. The Institution is responsible for notifying the campus principal and correctional staff.
4. Students may not request a specific Institution or campus location.
5. Interest List Removals
 - a. Prospective students requesting removal from the Interest List must submit a Postsecondary Removal form to the Windham C&CR department.
 - b. After three years, if the resident has not been enrolled in a postsecondary education program, their Postsecondary Interest form will expire and a new form must be submitted if the prospective student wishes to be placed on the Interest List.
6. Education Verification Procedures

When an Institution is unable to verify a student's highest grade level obtained, the Institution may submit an HD-316, Education Verification form to Windham campus staff. If the student has obtained a high school diploma or HSE, Windham staff will provide the Institution documentation of this achievement.
7. Postsecondary Transcripts

Postsecondary transcripts may be obtained in the following ways:

- a. The Institution may submit the HD-320, Academic Verification form to Windham for processing. The Institution will work with the student to ensure the order form for the necessary transcripts are completed. The Institution must also ensure that the document includes who and where the transcripts should be sent.
- b. The Institution may obtain verification through their Institution. If the Institution uses this option, a courtesy copy must be forwarded to the Windham Assessment, Advisement and Records department so that the student's electronic record can be updated.

8. Textbooks

- a. Procedures
 - i. Textbooks purchased by students through fees paid to the Institution are property of the student. All other textbooks are property of the Institution.
 - ii. Students who lose or destroy textbooks belonging to the Institution must reimburse the Institution the value of the textbook.
- b. Movement of Textbooks
 - i. The Institution is responsible for distributing textbooks to or between TDCJ facilities, in coordination with the unit warden(s) to ensure adequate time for search processes.
 - ii. The Institution will maintain documentation of the locations of textbooks, which will be made available to Windham upon request.
- c. Textbook Approvals
 - i. Textbooks used by Institutions must be consistent with those used in the Institution's community programs for the same course.
 - ii. If a textbook is deemed inappropriate for use in the unit, a request for review of the book will be made to the Director's Review Committee (DRC). The Windham C&CR Administrator or designee will participate in the DRC

textbook review. The approval decision will be made in accordance with the DRC review procedures.

- iii. The Institution and unit administration will decide whether textbooks are allowed to be removed from the classroom area. If textbooks are not allowed to be removed from the classroom area, the Institution is responsible for providing supplemental materials.

9. Programs Not Administered by Windham (Correspondence Courses)

- a. A student may pursue a postsecondary education program or course of study not offered through contracted postsecondary institutions with the approval of the campus principal and warden, in accordance with TDCJ AD-07.02, "Inmate Participation in Educational Programs and Services." The student is responsible for requesting information, paying all costs associated with the course(s), and submitting all required course documents.
- b. The Access to Courts supervisor may act as proctor for correspondence courses, as approved by the campus principal.

V. Payment of Tuition and Fees

A. Payment Methods:

1. Personal Funds/Trust Fund

Students who use funds from their trust fund account to pay for tuition and fees must make their I-25 Withdrawal form payable to the Institution. The amount paid to the Institution must be included as a credit on the completed invoice submitted to the Windham C&CR department by the Institution.

2. Direct Payment to the Institution

Payments for tuition and fees made by family or friends directly to the Institution on behalf of a student must be included as a credit on the completed invoice submitted to the Windham C&CR department by the Institution.

3. Grants, Scholarships and Veterans' Benefits

- 4. Financial aid is a matter between the student and the Institution. When a student qualifies for a grant, Veterans' benefits, and/or scholarship funding, the funding awarded will be applied toward the total amount of tuition and

fees due and should be included as a credit on the completed invoice submitted to the Windham C&CR department by the Institution.

5. The institution should attempt to determine a student's eligibility for financial aid prior to seeking authorization for PSER.

6. PSER

Postsecondary expenses incurred as PSER costs will be repaid by the student during incarceration or upon reentry. PSER funds may be used to pay costs of attendance, which include tuition and fees for credit courses and required TSIA2 testing.

- a. The Institution must obtain the authorization of students prior to using PSER funds. This authorization must be documented on the PSER Authorization form. This form must be sent to the Windham C&CR department as an attachment to the completed invoice.

- b. Eligibility Criteria

- i. Students must be eligible for parole or mandatory supervision.
- ii. Students must have at least three years remaining before the maximum release date, to begin classes using PSER funding.

- c. Additional Considerations:

- i. Students cannot have a PSER balance greater than \$9,000;
- ii. PSER cannot be used to pay for an additional degree of the same level;

- d. Eligible PSER Fees and Expenses Include:

- i. tuition and fees for associate, bachelor's and master's level courses – up to two courses per semester are PSER eligible;
- ii. lower-level work if required by degree plan;
- iii. required testing and fees; and
- iv. one (1) year of college developmental courses required because of non-satisfactory academic skills test scores.

- e. PSER cannot be used to retake a course that the student previously failed.
- f. Students are required to reimburse textbook and calculator costs, if destroyed or lost by the student.

B. Payment for Course Drops

1. Unexcused Course Withdrawals

- a. Students withdrawn for an unexcused reason after class certification date are responsible for tuition and fees assessed by the Institution and are not entitled to a refund.
- b. Students withdrawn for an unexcused reason before class certification date are responsible for tuition and fees assessed by the Institution and are eligible for a refund in accordance with the Institution refund policy.
- c. The Institution must complete the Student Drop form for an unexcused withdrawal and forward the documents to the Windham C&CR department.

2. Excused Course Withdrawals

- a. Students withdrawn at any time for an excused reason are not responsible for tuition and fees assessed by the Institution and are entitled to a refund in accordance with the Institution refund policy.
- b. The Institution must complete the Student Drop form for an excused course withdrawal and forward the documents to the Windham C&CR department.

C. Payment for Co-Enrollment (Two-Year and Four-Year Academic Programs)

If a student requires additional courses at the college level to complete a bachelor's degree, the student may co-enroll in the lower-level courses.

VI. Billing

- A. The Institution will charge tuition and fees according to an agreed-upon schedule, which outlines the cost of credit and co-requisite courses. Only fees that are applicable to TDCJ students may be charged.
- B. For tuition purposes, students are considered in-district students.

- C. The Schedule of Tuition and Fees attachment of the contract applies uniformly to all students, without regard to their unit location.
- D. The Institution will invoice Windham for students who are enrolled and attending as of the official class certification date each semester or workforce education cycle. No pro-rated charges prior to the certification date will be allowed.
- E. Invoice Submission
 - 1. Invoices will be prepared by the Institution and submitted to the Windham C&CR department, as outlined in the contract.
 - 2. Each completed invoice must include the total amount of tuition and fees for all students enrolled during the billing period, regardless of payment method. Payment methods other than PSER should be reflected as a credit on the invoice with the remaining balance due being the PSER amount owed for that semester or workforce education cycle.
 - 3. The Institution has forty-five (45) days after start date to correct billing payment issues for currently enrolled students. The allotted time is not for the purpose of enrollment but only to correct billing.
 - 4. All invoices for PSER funds for a specific fiscal year, which ends on August 31, must be received by the Windham C&CR department on or by September 10 of the following fiscal year.
 - 5. Windham will pay for services received within thirty days from receipt of a complete invoice. Separate invoices must be submitted for academic and workforce education programs.
 - 6. For workforce education programs, the certification date will determine each cycle's billing period. The college will invoice for students who are enrolled and attending as of the official class certification date.

VII. Human Resources and Postsecondary Employees

A. Security Clearance

Before a postsecondary employee can work on a TDCJ unit, the following process applies:

- 1. The Institution Human Resources (HR) contact will ensure the employee completes the clearance packet, which includes the following forms:
 - a. PERS 262: Request for Non-Employee Clearance,

- b. PERS 263: Non-Employee Background Questionnaire
 - c. PERS 282A: Additional Inmate Information (if applicable)
 - d. PERS 260 - ID Card Issue Request
 - e. Authorization to Retain Fingerprints
 - f. Fingerprint Information Sheet for Live Scan
 - g. Non-Disclosure Agreement
- 2. The Institution HR contact will e-mail the completed packet to HR.postsecondary@wsdtx.org. The Windham HR department will verify receipt of required documents and process the documents to ensure each employee is cleared to attend the initial 12-hour, in-person, security training (initial training).
 - 3. The Windham HR department will email the Institution HR contact when employees are clear to attend the initial training. During the initial training, the employee will be scheduled for a fingerprint scan and state-issued identification badge pick-up.

B. Security Training

- 1. All postsecondary employees must attend the initial training conducted by Windham, before working on a unit and an annual, 12-hour, in-person security training (annual training), each year thereafter.
- 2. The Institution must ensure that each employee that regularly works within the correctional setting attends annual security training. Windham's C&CR department will notify the institutions of the training dates and locations each year.
- 3. Security trainings include an overview of operations for education in corrections to include the following:
 - a. Postsecondary employee expectations, requirements and protocols;
 - b. Security requirements;
 - c. Classroom management;
 - d. Safety awareness;
 - e. Teaching in corrections and

f. Additional information, as determined by the Windham Ops department.

4. If there is an unexpected Institutional personnel change and Windham cannot conduct security training prior to the next class meeting, the Institution must provide an approved postsecondary employee substitute or reschedule the class until a trained instructor is available.

C. Employee Status Pending Resolution of Criminal Charges

Institution HR contacts must report any arrests, charges, or indictments related to postsecondary employees by emailing the Windham HR department within 48 hours of the arrest, charge, or indictment and before reporting for duty on a TDCJ unit.

1. The Institution HR contact must provide written documentation of the following information to the Windham HR department:
 - a. Name of arresting authority;
 - b. Place, date, and time when arrest took place;
 - c. Nature of the arrest/allegation/charge; and
 - d. Release status (held without bail, release pending, bond posted, etc.).
2. The Windham HR department will immediately notify the unit warden or designee and TDCJ – HR of all updates related to the incident.
3. Upon resolution of the charges, the Institution HR contact must provide an official written disposition of the charges to the Windham HR department.
4. An employee with a pending arrest, charge, or indictment may not report to a TDCJ unit unless authorized in writing by the Windham HR department.

D. Employment Termination

1. When a postsecondary employee terminates employment, the Institution HR contact must email the Windham HR department within two working days of the termination with the following information:
 - a. Employee's name and social security number;

- b. Reason for termination (i.e., resigned position, policy violation, end of contract, etc.);
 - c. Effective date; and
 - d. Assigned TDCJ unit(s).
- 2. Upon receipt of the notification of termination, the Windham HR department will notify the unit warden or designee, Windham IT and TDCJ – HR of the employee’s termination.
 - 3. The Institution HR contact must ensure that the postsecondary employee’s state-issued identification badge is returned to the Windham HR department.

VIII. Information Technology

A. Acceptable Use

Technology resources must be used only for authorized educational, administrative, reporting, advising, testing, and program management purposes.

Users will not:

- 1. access information for which they are not authorized;
- 2. share user accounts, passwords, or authentication credentials;
- 3. install unauthorized software, applications, utilities, or hardware;
- 4. intentionally bypass security controls;
- 5. introduce malware, malicious code, or unauthorized scripts into any system;
- 6. use technology resources for personal financial gain;
- 7. use technology resources to harass, threaten, or abuse others;
- 8. transmit, store, or display offensive, obscene, or prohibited material; or
- 9. utilize technology in violation of TDCJ, Windham, or Institutional policy.

Any activity conducted on Windham, Institutional, or TDCJ information systems may be monitored, reviewed, audited, and retained. Users should have no expectation of privacy when using these resources.

B. Access Control and User Accounts

Access to information resources will be granted according to job responsibilities and the principle of least privilege.

Requirements include:

1. unique user identification for each authorized user;
2. password protection meeting current Windham security standards;
3. immediate reporting of compromised credentials;
4. removal of system access upon termination, reassignment, contract expiration, or loss of authorization; and
5. periodic review of user access rights by the Institution and Windham.

C. Hardware, Software and Peripheral Devices

1. All hardware, software, network devices, storage media and peripheral equipment used within TDCJ facilities must be approved through applicable Windham IT and TDCJ processes.
2. Without prior approval, users may not:
 - a. connect personal laptops, tablets, mobile devices, USB drives, portable hard drives, cameras, wireless devices, or similar equipment to institutional systems;
 - b. install software;
 - c. modify system configurations; or
 - d. connect equipment to any TDCJ or Windham network.

D. Classroom Technology

1. Technology used for classroom instruction must be approved by Windham IT and TDCJ prior to implementation.
2. Institutions seeking to use the following must submit a Technology Request Form for review and approval before implementation:
 - a. Computers;

- b. learning management systems;
 - c. online instructional platforms;
 - d. electronic testing systems;
 - e. Simulations;
 - f. specialized workforce training equipment;
 - g. tablets; or
 - h. other instructional technologies.
3. Special consideration may be given to technologies used by students who may be subject to custody, disciplinary, or offense-based restrictions.

E. Security Incidents

1. All suspected or verified security incidents must be reported immediately to Windham IT. Examples of reportable incidents include the following:
- a. unauthorized access to information;
 - b. lost or stolen devices;
 - c. malware infections;
 - d. compromise of student records;
 - e. unauthorized disclosure of confidential information;
 - f. attempted or successful network intrusions;
 - g. system outages affecting program operations; and
 - h. misuse of technology resources.
2. Institutions must cooperate fully with investigations conducted by Windham IT, TDCJ, or other authorized entities.

IX. Auditing and Monitoring

Windham IT reserves the right to monitor system activity, review access logs, audit technology use, verify compliance with policy and investigate suspected misuse of information resources.

Institutions must maintain records necessary to support audits and compliance reviews.

A. Business Continuity and Recovery

1. Postsecondary education data maintained within Windham-managed systems must be protected through backup, recovery and continuity processes.
2. Institutions must safeguard records essential to program operations, maintain continuity procedures for critical instructional activities, notify Windham IT of disruption affecting instructional delivery or required reporting and participate in recovery activities as requested.

B. Violations

1. Failure to comply with this section may result in suspension or revocation of system access, removal from TDCJ facilities, and/or referral for criminal investigation when applicable.
2. The Institution may also impose disciplinary action for violations.


Kristina J. Hartman, Ed.S.
Superintendent
Windham School District