



Utah Department of Corrections Postsecondary Education Program Application

Thank you for your interest in offering postsecondary educational opportunities within the Utah Department of Corrections (UDC). Access to postsecondary opportunities is a critical component of the educational programming offered within UDC. We take seriously the responsibility to ensure that programs offer students the opportunity to succeed and grow academically, professionally, and personally.

This application is for all qualifying postsecondary institutions (*in accordance with 34 CFR § 600*) interested in establishing an official Prison Education Program within the Utah Department of Corrections. This process includes three essential steps: UDC application & approval, approval through your accrediting institution, approval from the U.S. Department of Education. Successful completion of the entire PEP approval process will result in the college/university's status as an official Prison Education Program (PEP) in Utah. Approval as an official PEP is a requirement for an education institution to access Federal Pell grant aid for its students in accordance with 34 CFR § 668.236

Applications will be reviewed by the UDC Prison Education Program Application Committee, whose membership includes students who are currently incarcerated, community members, state agency representatives, and UDC staff. Applicants will be notified of questions, additional information needed, and/or approval or decline within a reasonable timeframe (2- 4 weeks).

Institutions providing postsecondary education programs will be selected based on their demonstrated ability to develop and administer certificate or degree bearing college programs for individuals. Factors that will be considered include but are not limited to: anticipated enrollment and graduation rates, anticipated job placement rates, reentry services, transferability of credits to other postsecondary education providers, program implementation feasibility within a correctional setting, and most importantly, the best interest of the students. The demonstrated ability will be in accordance with the requirements of the Department of Education's Title IV financial aid for PEPs and Utah's statutes, rules, and regulations related to postsecondary education. *34 CFR §§ 668.236, 241*

How to use this application:

1. Please create a digital document as the application you will be submitting. Include at the top of this document:
 - The heading: “(name of institution) PEP Application”.
 - “Completed by”: The name of the person or people completing the application as well as phone numbers and email addresses for each person.
2. Please answer all of the questions in this application with as much detail as possible.
3. Please save this document as “(name of institution) PEP Application” in pdf format and send it as an email attachment to Brian Fauver, bfauver@utah.gov.
4. You should expect a response within 2-4 weeks. During this time please feel free to reach out with any questions or concerns. The response will be one of three directives:
 - The application is approved. The process of creating a Memorandum of Understanding and data sharing agreement between UDC and the education institution will be initiated by UDC.
 - More detail or clarification is required. You will have the opportunity to add additional information to your application and resubmit.
 - The application is denied. The education institution is invited to meet directly with UDC to discuss concerns and possible resubmittal of the application. A new application may be submitted no sooner than three months after this response.

Next Steps:

Once your application is approved, UDC will initiate the creation of an MOU and Data Sharing Agreement with your institution outlining the nature of the intended education programs. Afterwards, it is the responsibility of your education institution, not UDC, to continue the PEP application process by contacting your accrediting agency to initiate a substantive change process. After the substantive change process is approved you will need to submit the appropriate PEP application forms to the U.S. Department of Education. Once you provide UDC with the results of the substantive change process and U.S. Department of Education PEP applications, then your institution may begin providing post-secondary programs at the agreed upon UDC facilities. *34 CFR § 668.237*

It is the responsibility of the education institution to develop certificate or degree pathway(s) that are eligible for Title IV financial aid, up to a baccalaureate degree, to be delivered to individuals. The institution shall be responsible for course development, providing faculty and other program support staff, education delivery, and student support services to include academic counseling and financial aid support. Education institutions should also consider how they will support students who reenter the community prior to completion such as through enrollment or transfer support.

Application Questions:

1. Has your post secondary institution ever offered educational programming within a correctional facility before? If yes, explain where, when, and what programs. If not, why does your institution wish to provide postsecondary programming within a correctional facility?
2. In which correctional facilities is your postsecondary institution requesting to offer a PEP, and what, if any, facility classroom or office space will your program require?
3. What is your postsecondary institution's current accreditation status, who is your accrediting agency, and has your institution been subject within the last 5 years of this application to any adverse action by your accreditor? *34 CFR § 668.236*
4. Tell us about the credentials, courses, and schedule of course sections you propose to offer. Describe how you will ensure that the applicability of credits for courses available to incarcerated individuals toward related degree or certificate programs at your institution and other institutions is substantially similar to those available to other students at the institution. Why do you believe these courses and programs are beneficial and appropriate for students in a correctional setting? *34 CFR §§ 668.236 and 668.238*
5. What modality do you propose for your program? For example, in-person, hybrid, or distance learning? In the event that students are not able to attend in-person class for an extended period of time, please explain how your curriculum could be delivered by other means.
6. Are you proposing to offer year-round classes or only fall and spring?
7. Please describe how your institution has the resources, including faculty and staff, for incarcerated students to complete a degree or certificate within 150% of optimal campus graduation time (2 years for Associate's and 4 years for Bachelor's). What provisions does your institution have to accommodate program completion due to an interruption of study such as movement between facilities? *This question only pertains to availability of resources. It does not establish an expectation of time for degree completion.*
8. How many students is your PEP seeking to enroll in its first year and what is the proportion of this enrollment number compared to the number of "traditional/main-campus" students you serve? What do you see as a realistic enrollment amount for your PEP after 2 years and why do you believe this?
9. Do you expect your incarcerated students to have a different demographic profile than your students in other settings? If so, how will this shape your program delivery?
10. Are your current registration and financial aid systems able to record the demographics of students receiving federal Pell Grants who are incarcerated or post-incarceration? If yes, please explain.
11. Please describe the student population that would have access to your PEP. For example, will it be targeted to all students regardless of sentence length or conviction type or will there be limitations based on release dates etc.? If so, please explain.
12. Please explain the enrollment process for your program. How will you choose which students to enroll and how often will you enroll new students?
13. How would you advertise your program to students and how will they enroll in your program?

14. How will you solicit feedback from students about their experience in your program?

15. Tell us about the faculty that will be teaching in your PEP. Describe how you will ensure that the experience, credentials, and rates of turnover or departure of instructors for the PEP are substantially similar to other programs at the institution. *34 CFR § 668.241(a)(i)*

16. Tell us about how you will assist students who do not complete their credential in prison to continue at another location of your college. Describe how you will ensure that all formerly incarcerated students who enrolled in the PEP are able to fully transfer their credits and continue their programs at any location of your college that offers a comparable program, including by the same mode of instruction. *34 CFR § 668.241(a)(ii)*

17. Tell us about your academic and career advising. Describe how you will ensure that your PEP will offer relevant academic and career advising services to participating incarcerated individuals - while they are confined or incarcerated, in advance of reentry, and upon release - that is substantially similar to offerings to a student who is not incarcerated and who is enrolled in, and may be preparing to transfer from, the same institution. *34 CFR § 668.241(a)(iii)*

18. Please explain how your institution will address program related student needs such as on-site tutoring, on-site FAFSA completion, disability support, welfare services, etc.

19. What leadership programming and leadership roles will you provide to students as they continue through their academic journey with your institution (while incarcerated and post-release) that is substantially similar to offerings to a student who is not incarcerated ?

20. Under 34 CFR § 668.236(c)(1): *The postsecondary institution may not enroll any student in a prison education program if the student is prohibited or barred by any Federal law, or law in the State in which the correctional facility is located, from licensure or employment in the sectors or occupations for which the program prepares the individual based on any criminal conviction or specific types of criminal convictions.*

Please explain how you will ensure your PEP will meet this requirement.

21. What technology resources does your program need to operate? For example, the internet, a not-internet connected computer terminal, a Learning Management System, tools to show videos or other digital materials to students during class time, student access to computers for typing and printing papers, etc.

22. Please provide a complete budget for the educational programs you propose to provide with your PEP. Include all expenses (faculty and staff compensation, student support, current expense, instructional materials, etc.) and all sources of funds (tuition consistent with tuition for other students at the institution, institutional budget, appropriations, donations, grants, etc.)

23. What is the total tuition cost for a student to complete your program? What will be the net tuition cost for a student covered by full Federal Pell funding eligibility? What other resources will your institution offer or assist students to access who are not eligible for or fully covered by Pell? How will your institution assist incarcerated students to access Pell and other resources to reduce or eliminate their financial burden?

24. How does your institution intend to collaborate with the Department of Corrections to document findings of best practices about your PEP as well as share crucial student data?

25. Please explain how you will ensure that your PEP is operating in the best interest of its students. *34 CFR § 668.241*

Thank you for taking the time to complete this application. If you have any questions, need any help or guidance, or would like any clarification about the application process please contact Brian Fauver, bfauver@utah.gov, 801-522-7455