



GEORGIA DEPARTMENT OF CORRECTIONS

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Brian P. Kemp
Governor

Tyrone Oliver
Commissioner

Georgia Department of Corrections Prison Education Program Application

Thank you for your interest in serving the incarcerated people within the care of the Georgia Department of Corrections (GDC). Please complete the information requested in this application for GDC to consider your school as a Prison Education Program (PEP) provider within the department. This is the first of three steps necessary to become eligible to administer Pell grants to those incarcerated inside GDC under Title IV of the Higher Education Act.

Please answer each question as thoroughly as possible. Once you have completed this application please return it to GDC for review. If approved, your institution of higher learning (referred to as "school") will receive a letter from GDC which you can use to move forward to your accrediting body (second step) and then onto the U.S. Department of Education (third step). If you are not approved, you will be allowed one time to revise your initial application and have the new information considered. If you are not approved the second time, your school will not be allowed to apply again for one year.

Please note, prior to starting services, GDC and your school will enter into an Intergovernmental Services Agreement (MOU) prior to starting services. If your school falls under SACSCOC accreditation, you may be required to complete the MOU prior to their review.

Please remit your completed application via email or mail to:

Dr. Jodi S. Ford
Director of Career, Technical and Higher Education
Georgia Department of Corrections
300 Patrol Road
Forsyth, Georgia 31029
jodi.ford@gdc.ga.gov

Please answer the following questions for consideration of your school's proposed program inside our correctional institutions.

School Name: _____

Contact Person for School: _____

Contact Number and Email: _____

School Address: _____

School Accrediting Agency: _____

Requested/Preferred GDC institution (list all that apply in order of preference):

First Choice: _____

Second Choice: _____

Third Choice: _____

1. Please provide a description of the proposed program the school plans to implement in the institution(s). Please include the list of credentials, certificates, and degrees your school will offer to the students.
2. What types of careers or other opportunities does this program prepare participants, assuming outcomes among incarcerated and non-incarcerated graduates are similar? Does this credential culminate in a license for which a person with a criminal conviction is not barred? What types of wages do workers in these careers earn on average.
3. Please explain your transfer policy/agreements to and from other colleges and universities. Describe how this will apply to the students who are incarcerated (in your program and in other programs) as well as those who have felony convictions.
4. Please describe your school's experience working with incarcerated students. If this is your first involvement with incarcerated students, please describe what changes and resources that your institution has engaged in to assure success.
5. Please tell us about the faculty who will be working with the students inside the facilities. What credentials do they possess. What are your faculty's experiences working with justice involved students, formerly incarcerated students and/or disadvantaged students.

6. Describe how (face-to-face, hybrid, online, etc.) your school will provide instruction in the facility. How does this compare to how the same courses are offered on campus? What are your plans for alternative instruction in instances where the student may not be able to report to class as usual? If your plan includes technology how will the devices be procured?
NOTE: If your application is accepted detailed information will be needed on your technology needs, please be prepared to provide that information upon request.
7. Describe how you will onboard your students, including what type of admissions process, requirements, and orientation you would like to conduct to facilitate a smooth transition. Does the program require a minimum number of students, if so, what is the minimum number?
8. Describe how your school will provide academic and career counseling to students. What support and assistance will the school offer students?
9. Describe how your school will assist students who leave the facility in continuing post-secondary education at your school or at another school.
10. How will you provide job placement services to those who are returning to their communities while the student is enrolled and post enrollment? What support and assistance will the school offer students?
11. The U.S. Department of Education will require state corrections agencies to ascertain whether school's function in the best interest of students. In this effort, GDC will need to collect data from your school. What are your plans to obtain, maintain and share data with GDC on the items listed in the regulations under the best interest clause? Data points include but may not be limited to: job placement rates, continuity of college after release, rates of completion and transferability of credits.
12. Does your school require a person to disclose whether they have been convicted of a felony or misdemeanor (or similar question) in the application process? ☐Yes ☐No
If yes, please explain how this impacts their admission process.
13. Is your school able and willing to enter into an Intergovernmental or Services Agreement (MOU) and align GDC programs with college courses/credits for students?
☐ Yes ☐No
14. For students the school receives Pell dollars, neither the student nor GDC will provide additional funds. It is also the expectation of GDC that the dollars received will cover the expenses of a year of education for the student (note: GDC provides facilities, utilities, and other ancillary services for the student). Does the school agree to accept Pell funds as the sole funding source? ☐Yes ☐No
If no, why?