

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: College & University Partnerships	PAGE <u>1</u> OF <u>2</u>
	NUMBER: 38-CED-06
RULE/CODE REFERENCE:	SUPERSEDES: 38-CED-06 dated 07/01/15
RELATED ACA STANDARDS: 4-4093; 2-CO-1D-09	EFFECTIVE DATE: June 21, 2016
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to set forth the guidelines and conditions by which colleges, universities and community colleges, hereafter referred to as institutions of higher learning, shall provide educational programs to Ohio Department of Rehabilitation and Correction (DRC) employees under circumstances in which such programs are offered on the grounds of a DRC facility or site, or on-line, and to ensure that DRC employees have fair and equitable access to the educational opportunities that result from these partnerships.

III. APPLICABILITY

This policy applies to employees of DRC and any DRC facility that will host institutions of higher learning for DRC employees.

IV. DEFINITIONS

Institutions of Higher Learning - Any Ohio college, accredited by the Ohio Board of Regents, that grants associate, bachelor, master and/or doctoral degrees and any college outside Ohio, which has been regionally accredited by one (1) of the six (6) regional accrediting agencies.

Memorandum of Understanding - The guidelines and conditions governing a partnership between DRC and an institution of higher learning that is providing college courses and/or programs for DRC employees at a DRC facility or on-line.

V. POLICY

It is the policy of the DRC to ensure that fair and equitable guidelines and conditions be applied to all institutions of higher learning interested in forming partnerships with DRC to provide higher educational programming to its employees, including their use of department facilities. The policy is intended to encourage the professional growth and the provision of educational opportunities for DRC employees.

VI. PROCEDURES

- A. Institutions of higher learning interested in offering college on-line programming to DRC employees or courses to DRC employees at DRC facilities must be accredited by the Ohio Board of Regents or if the institution of higher learning is located outside Ohio, shall be regionally accredited by one (1) of the six (6) regional accrediting agencies.
- B. Institutions of higher learning seeking to offer college courses at a DRC facility shall meet with the managing officer to discuss course offerings and expectations pertaining to site use to include, but not be limited to, identification of the location in which the courses will be offered and facility access.
- C. If the institution of higher learning and the DRC decide to provide educational services to DRC employees, then the parties shall sign the College/University Partnerships Nondisclosure Agreement (DRC4372). Before signing, this Agreement may be modified by the institution of higher learning to align with their requirements subject to approval by DRC. Upon signing, the Corrections Training Academy (CTA) will provide its training material to the institution of higher learning for the purpose of evaluating the material for potential prior learning assessment credit and reporting these results in a credit recommendation guide as outlined in the Agreement (DRC4372).
- D. Upon providing the credit recommendation guide, either a Memorandum of Understanding (MOU) - Facility Use (DRC4331) or a Memorandum of Understanding (MOU) - On-line Program (DRC4373) shall be signed by representatives of the institution of higher learning and the DRC. Before signing, these MOUs may be modified by the institution of higher learning to align with their requirements subject to approval by DRC. After signing, if further information pertaining to the partnership needs to be documented, an amendment may be prepared and attached to the MOU.
- E. After signing the MOU, CTA will provide information about each institution of higher learning as a way to communicate educational opportunities to DRC employees as outlined in the MOU.

Related Department Forms:

Memorandum of Understanding – Facility Use	DRC4331
College/University Partnership Nondisclosure Agreement	DRC4372
Memorandum of Understanding: On-line Programs	DRC4373