



ACADEMIC AFFAIRS POLICY

NUMBER/TITLE: AA-133, INCARCERATED STUDENT COURSEWORK FOR PAPER-BASED, SELF-PACED PROGRAM SUBMISSION

Covered Individuals: Incarcerated Students, Faculty, FERPA Representatives **Strategic Priority:** SP 1

Covered Locations: UIU Academic Classes at Correctional Facilities **HLC:** Criterion 3

Effective Date: July 9, 2025

Consultations: CAO; Dean of Academic & Educational Affairs; Registrar; Executive Director, FS; Director, MVA; Faculty (Academic Affairs Committee)

POLICY STATEMENT

Incarcerated students enrolled in paper-based, self-paced courses through Upper Iowa University (UIU) shall be permitted to submit coursework via two specific avenues: directly from the student or through a duly authorized Family Educational Rights and Privacy Act (FERPA) representative, provided specific verification protocols are met.

PURPOSE

This policy aims to provide equitable academic opportunities for incarcerated students, ensuring all coursework submissions comply with academic integrity and fairness standards.

DEFINITIONS

(All definitions are in the Academic Affairs Glossary unless it is a new definition pertaining to this policy.)

Chain of Verification: A documented sequence of steps that validates the student's authorship and compliance with academic integrity standards, including attestations from the student for the FERPA representative.

FERPA Representative: A person designated by the incarcerated student under FERPA guidelines to handle educational records and coursework submissions, authorized to verify and affirm the student's authorship of submitted work.

POLICY IMPLEMENTATION

1. To uphold academic integrity and fairness, the established chain of verification will require confirmation that all coursework reflects the student's original work and aligns with UIU's academic honesty policies. Any FERPA representative involved must follow approved processes to ensure compliance with this policy, maintaining a clear record that establishes the student as the work's originator.
2. **Submission Through Correctional Facility:** Incarcerated students may submit coursework directly via designated channels at the correctional facility. Facility staff will be responsible for logging and forwarding completed assignments that adhere to course deadlines and guidelines to UIU.

3. Submission Through FERPA Representative: If the student opts to use an established FERPA representative for coursework submission, the following steps must be completed:
 - The student shall formally designate the FERPA representative according to UIU protocols.
 - The student should submit the attestation form certifying the student's authorship of the work and consenting to submission of coursework, consistent with UIU's Academic Misconduct policy.
4. Verification and Academic Integrity:
 - Regular reviews by UIU academic and operational staff to ensure adherence to this policy and address any potential violations.

CUSTODIAN

Chief Academic Officer (CAO)

RELATED DOCUMENTS, FORMS, AND POLICIES

AA-133.A, Student Coursework Attestation Supplemental Form
Family Education Rights and Privacy Act (FERPA) - Policy #606
AA-107.3: Academic Misconduct Policy

HISTORY

New/Revision Number	Date of Action/Approval	Revision Change
AA-133	July 9, 2025 (PC approved)	New policy.