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SECTION 1. ORGANIZATIONAL BACKGROUND

A. Agency and Program History

Since 2006, FRC’s Incarcerated Student Program (ISP) has provided an opportunity for incarcerated students to study through print-based courses, to earn college credit, and work toward an FRC Associates Degree, which is transferable to the CSU system. We began at the California Correctional Center at Susanville. In the spring of 2008, we entered Central California Women’s Facility in Chowchilla. By the spring of 2009, we had expanded the Incarcerated Student Program (ISP) to Pelican Bay State Prison in Crescent City and California Men’s Colony at San Luis Obispo. By the fall 2011 semester, we offered an AA Degree at High Desert State Prison in Susanville and Valley State Women’s Facility in Chowchilla. In spring 2013 we registered students at The Substance Abuse Treatment Facility in Corcoran and at San Quentin State Prison. We added Folsom State Women’s Facility in fall 2013. We also have transfer students at various state prisons around the state of California. FRC now offers a total of twenty courses leading to a Liberal Arts degree or an AAT in Sociology to nearly 700 incarcerated students. Feather River College has granted AA degrees to over 150 incarcerated students.

B. Mission Statement

The mission of Feather River College’s Incarcerated Student Program is to offer a high quality transferrable Associate Degree in Liberal Arts or an AAT in Sociology to a diverse incarcerated student population. Our program will enhance personal development and rehabilitation through an effective learning process that helps students to attain their goals, thereby increasing their self-worth, confidence, and employment opportunities. The program will encourage students’ communication and critical thinking skills, and lifelong learning habits. In addition, the ISP seeks to broaden societal understanding of incarcerated student populations.

C. Vision Statement

Feather College’s Incarcerated Student Program contemplates a world where it is possible for every individual to leave a life scarred by crime or misjudgment and return to society as a proud and useful contributor or, if not returned to freedom, to contribute in a positive way to the lives of those met behind prison walls.

- ISP students will advance their education and personal growth through the opportunity to complete an Associate of Arts degree in 9 semesters.
- ISP administrative staff will regularly evaluate the institutional support required to meet the needs of current and future students in relation to state and institutional resources.
- ISP administrative and instructional staff will regularly assess course level student learning outcomes to ensure the academic rigor required in all Feather River College courses.
- The ISP will provide a quality education to students from diverse cultural, and racial backgrounds, regardless of sentence length.
• The ISP will maintain high expectations for student success, educational preparedness, and student achievement with the goal of reducing recidivism rates.

D. Job Descriptions/Duties

Assistant Dean of Instruction

• Provide oversight for the Incarcerated Student Program (ISP) with emphasis on ensuring instructional quality and academic achievement.
• Develop policy and provide guidance to ensure that institutional processes and course content and delivery are sufficient to accomplish student learning outcomes, meet federal and state regulations, and provide for regular and effective contact between faculty members and students.
• Design and implement professional development opportunities for ISP staff.
• Collect and analyze data on enrollment, retention, and success, provide regular reports to the appropriate faculty, staff, and administrative committees.
• Coordinate with Director of Institutional Research & Planning and Council on Instruction to determine appropriate strategies for improving student success.
• Collaborate with Student Services staff to develop and implement strategies to improve success.
• Establishes, maintains and cross-references a variety of files and records related to advising, assessment, orientation and follow-up services for students, including prospective and former students.
• Drafts and monitors budgets.
• Provides and relays information and maintains contact with a variety of college departments and external agencies.

Program Coordinator

• Assist the Assistant Dean of Instruction by providing clerical and administrative support in the areas of operations, planning, and general coordination of the Incarcerated Student Program.
• Facilitate planning of class offerings for ISP students, assist in scheduling full-time faculty and associate faculty to teach the ISP classes, and work with the Class Scheduler to get classes into the semester schedule.
• Prepare Student Enrollment Plans.
• Provide general, as well as day to day budget tracking, reporting, and support for the ISP program. Work with other college departments in the general administration of the ISP program, including college administration, Student Services, Admissions and Records, Human Resources, and Scheduling.
• In conjunction with correctional facility educational administrators, determine students' eligibility for programs and services; this includes evaluation of transcripts and creating individually tailored Student Education Plans (SEP) for each student.
• In conjunction with the Admissions and Records Office, process registration and enroll students based on their program needs, FRC’s enrollment needs, the California
Department of Corrections regulations, and California Community College program requirements.

- Assists students participating in the program by providing information and referrals to appropriate services for student transfers to other correctional centers or non-correctional educational facilities upon release.
- Develop and maintain ISP forms and procedures as well as publicity materials and other informational materials used in the program.
- Create PAFs for large class and tutoring stipends
- Maintain enrollment caps and balancing FTE growth with school needs.
- Schedule Voluntary Educational Program (VEP) training for instructors, as well as manage any travel requests, and work with the Human Resources Department to ensure proper instructor compensation.
- Monitor, collect and evaluate appropriate ISP program data. Maintain and control files on cohorts in progress, including attendance and grade rosters in conjunction with Admissions and Records
- Serve as the main point of contact for questions concerning operational logistics of the program for prison officials and coordinators, as well as respond to all correspondence from students.
- Select, supervise, and evaluate the student employee, including training and management of day to day activities.
- Delegate tasks, and facilitate meetings for ISP Staff
- Coordinating ISP graduations

**Senior Office Assistant**

- Answers telephone calls and/or provides general information; takes messages,
- answers emails to prison coordinators and instructors
- Sorts all incoming mail and distributes to internal mail boxes; opens and reviews mail to determine appropriate routing; answers student letters and requests
- Prepares and deposits outgoing standard, bulk and express mail, sorting, calculating and applying postage; maintains account records for postage meter; maintains postage due and business reply account balances with post office
- Types a variety of routine to complex correspondence, reports, forms and specialized documents using a word processor
- Prepares deliveries to all ISP sites
- Travel as necessary to locations serviced by the ISP Office
- Maintains inventory of books and supplies; notifies supervisor of inventory levels, Informs Program Coordinator of the number of books to be purchased
- May supervise several student workers
- Establishes and maintains a variety of files and records
- Prepares courses for e-readers, prepares list of sites using e-readers
- Arranges for all site visits
- Prepare courses to be printed
- Creates instructor deadlines for academic calendar
- Format courses
• Responsible for “No Shows”
• Responsible for forwarding Academic Probation and Dismissal Letters
• Responsible for BOG warnings and BOG Dismissals

Fills in whenever the Program Coordinator is out of the office.

E. Organizational Forms

1. Office Hour Form
   This form allows students to send questions and comments to the instructor. The instructor can respond to the student using this form.

2. Proctor Agreement
   This form will be attached in most cases to the student’s mid-term and final. It will indicate the person who proctored the exam along with the student’s name and 900#.

3. New Student Questionnaire
   Because we no longer use Accuplacer testing to place students in the appropriate English or Math courses, we have instituted a “New Student Questionnaire”, which will be distributed to all coordinators prior to a student being enrolled in either an English or Math course.

4. Assignment Sheet
   This document accompanies all student work, except for exams, mid-term and the final. This informs the instructor as to who the student is and which prison, the module number and the name of the assignment. Additionally, students may write a message to the instructor in the comments section.

5. Add/Drop Form
   This form is used when a student is being added to a class or dropped from a class. This form requires the signature of the Assistant Dean of Instruction.

6. Advance Travel Request Form
   This form is used when an instructor or staff member is travelling for ISP business, such as a conference. This form is not to be used when doing tutoring or instruction visits. When the trip has been completed the person who conducted the travelling must complete the travel expense report and attach evidence, receipts, map quest indicating mileage or a folio from the hotel.
SECTION 2. PROGRAM POLICIES & PROCEDURES

A. Recruitment Policy

None is in place at this time. The coordinators from the various prison sites maintain a list of students who are interested in obtaining a degree or certificate and then the coordinator contacts the institution.

B. Eligibility Policy – Program Coordinator (PC)

Any person with a Social Security number and at least three (3) years of High School within the State of California with official transcripts is permitted to enroll in the program. The prospective student must also complete form AB540 (California Nonresident Tuition Exemption commonly known as AB 540, exempts certain students from paying nonresident tuition (higher than resident tuition) and/or allows them to apply and receive state aid at certain California public and private colleges).

Additionally, each individual prison site may have its own restrictions in place, which may affect a prospective student’s ability to enroll in any program.

C. Screening Policy – PC

It is the policy of FRC that each prospective student completes an application, which is provided to the Prison Coordinator at least 3-4 months before the beginning of each semester. The Program Coordinator (PC) is responsible for distributing and collecting the completed applications and supporting documentation from all participating sites.

PC will review all transcripts and develop an SEP for each applicant.

Screening Procedures

- Provide transcripts, if any
- Complete written application
- Complete questionnaire

The PC then determines which classes are appropriate for the student based on self-assessment.

The PC will also determine if the student indicated on the application for enrollment if he/she required accommodations, such as large font for course materials.

Documentation of the screening process must be maintained for each applicant and placed in confidential files.

D. Record-Keeping Policy – ISP Staff

Once a student submits an application, a file is created which will contain the test results and any and all correspondence pertaining to that student. All records are housed within the ISP office in a locked cabinet. Only ISP staff has access to this office.
All records are to be kept confidential and are to be covered by the conditions outlined in the confidentiality policy. Archival records or those records of past applicants and participants will be maintained and kept confidential for a period of seven years after the close of their participation in the program. After seven years, the records will be shredded and discarded with approval from the CIO and/or Assistant Dean of Instruction and destroyed only by approved individuals. Many of these files will be digitized.

E. Confidentiality Policy – ISP Faculty and Staff

It is the policy of Feather River College to protect the confidentiality of its students and their families. With the exception of the limitations listed below, faculty, and staff will only share information about courses and the student with other FRC faculty and staff connected to ISP. Further, all prospective students and staff are informed of the scope and limitations of confidentiality. Additionally, faculty and staff are required to keep information about their students confidential.

Records are, therefore, considered the property of FRC, not the institution’s staff, and are not available for review by parents/guardians or staff not connected to ISP.

Limits of Confidentiality

Information from participating students may be shared with individuals or organizations as specified below under the following conditions:

- Information may be gathered about program participants and shared with other participants, individuals, or organizations only upon receipt of signed “release” forms from the student, or parents/guardians.
- Identifying information (including names, photographs, videos, etc.) of program participants may be used in institution publications or promotional materials only upon written consent of the student, and/or parent/guardian.

F. Prison Visit Policy

A minimum of 7-10 students (depending on location) is required for a tutoring visit. If the prison is more than 100 miles away from the College, no less than 10 students is required for a tutoring visit to take place.

G. Establishing tutor dates

Before visits are established, ISP staff contacts the prison to determine available dates for instruction. Once these dates are provided, ISP staff contacts instructors via email to determine who is willing and able to visit the prison on the dates provided by the site.

H. Transportation Policy

Periodically throughout the semester, an instructor and/or tutor will travel to the various sites to provide support services. When visits are to occur, the arrangements for the visits will be handled by ISP staff. Arrangements are made 3 months to 30 days before the actual visit takes place.
Orientation

Once at the start of each semester, a staff member will travel to various sites to conduct an orientation and to distribute course material.

Tutors

Unless otherwise stated only one instructor or tutor will travel to the site at any given time, unless there are two different subjects being taught, such as English and Math. When tutors visit sites, they will receive a stipend at the current amount determined by the business office and mileage reimbursement at current rates set by the IRS.

In addition to the tutoring services provided, at least 1-2 times each semester, instructors will visit the sites for pre-midterm and pre-final review sessions. This does not occur for every site. Site visits for the pre mid-term and pre final will be arranged by ISP staff. When more than one instructor/tutor visits the same site, they are to travel together in the same vehicle. Mileage reimbursement will only be provided for one vehicle, unless prior arrangements have been made and approved by either the VPOI, or the Assistant Dean of Instruction.

Overnight Visits and Out-of-Town Travel Policy

Overnight visits occur when the distance to the site is more than three (3 1/2) hours away from FRC and the arrival time is set after 10:00 A.M. During an overnight visit, arrangements will be made for a hotel by the instructor from a list of approved hotels/motels. Instructors will receive a per diem for food. (See business office for the current rate). Mileage reimbursement occurs at the current rate set by the IRS. Overnight visits will not exceed more than one night.

I. Unacceptable Behavior Policy

If a student demonstrates unacceptable behavior, the faculty or staff member on site must complete a disposition form outlining the nature of the behavior and what actions, if any were taken at that time. It is not the responsibility of the faculty or staff member to actively engage with a student who is demonstrating unacceptable behavior. Notify a site staff person.

J. Dropping Policy

A student should drop a course within the first two weeks of the semester if they do not plan on completing a course. Failing to drop a course may result in a N/S, W or FW on their transcripts. In the event course materials are delayed in being distributed to the students, the drop date will move forward to a later date.

If a student does not complete any course work by the no show drop date (found on module schedule) an instructor may drop the student. A student who receives a no show drop letter may challenge the drop if they have proof that they did turn in work before
the deadline. This needs to be done before the end of the semester. Students will have a No Show drop if an instructor has not received any course work by the designated date. Your work must be stamped in the ISP office by this date.

If a student wishes to drop a course, they have until the last day of midterm week, unless failing to drop falls under one of the exceptions; such as medical, paroled, transferred or an event completely out of the student's control. Failing to drop a course will result in a W or FW on their transcripts. A student may request a drop after this deadline with a letter explaining the situation. The student will send a letter through the ISP office and the instructor will review the letter and accept/deny the request.
Office Hour Form

Last Name: __________________________ First Name: __________________________ MI: __________________________

CDC Number: __________________________ Prison: __________________________

Feather River College Student ID Number: __________________________

Instructor Name: __________________________ Course: __________________________

Student Questions or Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student Signature: __________________________ Date: __________________________

Instructor Response:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Instructor Signature: __________________________ Date: __________________________
INCARCERATED STUDENT PROGRAM
STUDENT/PROCTOR AGREEMENT FORM

CRN # Course Name
3515 MATH 15

Instructor Use Only
GRADE
Comments

STUDENT AGREEMENT (Please Print Legibly)
As a Student, I agree to the following:
• I will report to the designated testing area on the date and time the Proctor has indicated
• All testing I complete, will be that of my own work
• I understand that plagiarized material could result in course failure

I understand that no notes or books will be used on any exam unless clearly stated on the midterm/final

Student Name: ________________________________

FRC 900 #: ______________________ CDC #: ________________

Student Signature: ____________________________ Date: ____________

By signing this form, I, the student, agree and comply with FRC's policies and procedures

PROCTOR AGREEMENT (Please Print Legibly)

As a Proctor, I agree I am a: □ Teacher

As a Proctor, I also agree to the following:
• I am not a current student at Feather River College
• I am not a relative of an FRC student, nor do I live at the same address as an FRC student
• I will personally administer and supervise the exam(s) for the course(s) listed above
• I will validate any exam material(s) by signing where indicated
• I will personally mail completed exams to FRC, upon completion of the testing process
• I will personally destroy unused exams

Proctor Name: ________________________________ Title: __________________

Institution: _________________________________

Address: ___________________________ City: ___________ State: ___________ Zip Code: ___________

To protect the security and integrity of the exams and testing process, exams must be mailed to FRC upon completion of the testing process

Signature of Proctor: __________________________ Date: ______________

By signing this form (the Proctor) certify that all information provided is correct and I agree to comply with FRC policies and the proctoring procedures listed above
New Student Questionnaire

Student Name: ___________________________ DOB: ____________

CDC #: _______________ Prison: _______________ Parole Date: _______________

Last Grade Completed: _______________ Last Date Attended: ___________ High School GPA: _____

What subjects in school do you feel you succeed in the most?
____________________________________________________________________________

Which courses caused you to struggle the most?
____________________________________________________________________________

What is the highest level of math you have completed?
____________________________________________________________________________

Please briefly explain your comfort level in math:
____________________________________________________________________________

Do you feel you will need additional help in math? Please explain:
____________________________________________________________________________
____________________________________________________________________________

What is the highest level of English you have completed?
____________________________________________________________________________

Please briefly explain your comfort level in English:
____________________________________________________________________________

Do you feel you will need additional help in English? Please explain:
____________________________________________________________________________
ASSIGNMENT SHEETS

Please complete this form each time you turn in a module. The delivery date is important. This should be the date you turned in the module to the coordinator.

Course Name: _____________________________

Student Name: _____________________________

Student ID or CDC#: _____________________________

Prison: _____________________________

Semester of Course Registration: _____________________________

Delivery Date: _____________________________

Due Date: _____________________________

Module Number: _____________________________

Assignment Name: _____________________________

Comments for Instructor:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________
Add/Drop Form

Date ___________________________ ID# ___________________________

Last Name ___________________________ First ___________________________ Initial ___________________________

Semester:  □ Spring  □ Summer  □ Fall  20_______  Prison ___________________________

ADD COURSE(S)

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Units</th>
<th>Instructor Signature</th>
</tr>
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<tbody>
<tr>
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DROP COURSE(S)

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Reason for dropping class(s) (Required):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Students/Coordinators Signature: ___________________________

ISP Office use only: Banner code (Circle One)  DB - Before Class Begins  DC – Before Census  DI – Withdrawal  EW – Excuse Withdraw  Error
Travel Advance Request

Date Submitted
Employee Name
Employee ID #
E-mail
Phone
Department
Destination(s)
Departure Date & Time
Return Date & Time
Estimated Date Needed
Purpose of Travel

Anticipated Expenses

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Description of Expense</th>
<th>Estimated Expense Per Day</th>
<th># of Days</th>
<th>Total Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td></td>
<td>$</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Ground Transportation</td>
<td></td>
<td>$</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Conference/Registration Fees</td>
<td></td>
<td>$</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td>$</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>(Breakfast $13, Lunch $14, Dinner $23)</td>
<td>$</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td>$</td>
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Grand Total $               

**IMPORTANT NOTICE**

Due to Assembly Bill (AB) 1887, travel is not permitted to the following states: Alabama, Idaho, Iowa, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Carolina, South Dakota, Tennessee, and Texas. See the Office of the Superintendent/President for compliance and approval before traveling to these states.

Budget(s) to be charged

Budget(s) to be charged

Budget(s) to be charged

Budget(s) to be charged

Total $               

By signing and submitting this form you agree that the requested funds will be used for the purposes stated in this form. Failure to provide an expense report with receipts within 10 days of your return date can result in a paycheck deduction to cover the amount of funds advanced to you.

Employee Signature
Supervisor Signature
Budget Authority Signature

Date
Date
Date
# Feather River College Travel Expense Report

<table>
<thead>
<tr>
<th>Date</th>
<th>Employee Name</th>
<th>Banner ID #</th>
<th>Purpose of Travel</th>
<th>City, State</th>
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**Travel Advance Amount**

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<thead>
<tr>
<th>Date issued</th>
<th>Check #</th>
<th>Mileage Rate</th>
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<tr>
<td></td>
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<td>0.585</td>
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<thead>
<tr>
<th>Budget Code To Be Charged:</th>
<th>Amount</th>
<th>Budget Code To Be Charged:</th>
<th>Amount</th>
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<tr>
<th>Date</th>
<th>Brief Description of Expense (1 day per line)</th>
<th>*Airfare</th>
<th>*Lodging</th>
<th>*Ground Transport (Gas, Rental Car, Taxi)</th>
<th>Meals Up to $50</th>
<th>Student Meals</th>
<th>*Conference Fee</th>
<th>*Misc.</th>
<th>Miles (Personal Car Only)</th>
<th>Mileage Amount</th>
<th>Total</th>
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**Total Expenses:**

- $0.00
- $0.00

**Less Cash Advance:**

- $0.00

**Total Reimbursement:**

- $0.00

*All expenses need original receipts except Meals and Mileage. *Tips are not reimbursable*

If Total Expenses are less than Advance amount, remit balance to the Business Office.

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Supervisor Signature</th>
<th>Date</th>
<th>Budget Authority Signature</th>
<th>Date</th>
</tr>
</thead>
</table>