

## DEPARTMENT OF COMMUNITY COLLEGES

NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES

200 W. JONES STREET

RALEIGH, NC 27603-1337

ROBERT W. SCOTT  
System President

919-733-7051

DATE: August 3, 1994

TO: Presidents  
Community College System

FROM: Dr. James G. Wingate *JGW*  
Vice President, Programs

IMPORTANT!  
New Guidelines For  
All Prison Classes  
Effective Fall Quarter

SUBJECT: Elimination of Multi-Entry/Multi-Exit Programming in  
All Prison Classes

The following law eliminating multi-entry/multi-exit programming in all prison classes was passed during the recently adjourned General Assembly Short Session:

Senate Bill 1505 (Budget Bill), Chapter 769, Sec. 18.4.:

Sec. 36. G.S. 115D-5 is amended by adding a new subsection to read: "(c1) Community colleges shall report full-time equivalent (FTE) student hours for correction education programs on the basis of contact hours rather than student membership hours. **No community college shall operate a multi-entry/multi-exit class or program in a prison facility.**

The State Board shall work with the Department of Correction on offering classes and programs that match the average length of stay of an inmate in a prison facility."

First, an important clarification:

Many in our system are used to thinking of "contact hours" and "multi-entry/multi-exit" as synonymous. While we have used them simultaneously, they are really two distinct concepts. Contact-hour reporting has to do with how you account for student attendance for funding purposes; multi-entry/multi-exit programming has to do with when you are able to enroll students. Under this new law, you will still account for students as you have been doing in the prison setting (using contact hours), but you will no longer be able to admit students continuously throughout the quarter/contract (thus, the elimination of multi-entry/multi-exit registration).

94-CC-248

To answer your questions, and to bring uniformity to this situation, I offer the following two sets of implementation guidelines:

1. Guidelines for Basic Skills Courses
2. Guidelines for Curriculum and Occupational Extension Courses (and all other non-Basic-Skills courses)

**GUIDELINES FOR BASIC SKILLS COURSES  
OFFERED IN A PRISON SETTING**

1. These new policies and procedures will go into effect Fall Quarter, 1994.
2. These policies apply only to Basic Skills classes in a prison. (Separate guidelines apply to all other prison courses.)
3. "Prison" is defined as any Department of Correction correctional facility; federal prison; local jail; or Department of Human Resources youth services facility.
4. These guidelines do not affect the length of your courses or the length of your instructor contracts. You may write these to suit your own situation.
5. No multi-entry/multi-exit programming will be allowed in the prison setting. (NOTE: This does not eliminate individualized, self-paced instruction; it merely limits enrollment dates.)
6. In accordance with the course-offering matrix recommended by the Prison Education Task Force (see attachment 1), no student should be placed in any prison Basic Skills course unless he/she is expected (with reasonable certainty) to be available for class for at least 60 consecutive calendar days. It is incumbent upon correctional facility management to scrutinize the placement of inmates to a Basic Skills education assignment, and to only place those inmates who have the greatest chance of being in class for 60 days or more. (NOTE: Secretary of Correction Franklin Freeman and Director of Prisons Lynn Phillips are aware of this and have agreed to inform their superintendents of this policy.)
7. "60 consecutive calendar days" mentioned above (#6) means 60 days in succession, including weekends. "30-day intervals" mentioned below (#8) means once every 30 days, including weekends and EXCLUDING holidays.

8. Each student placed in a Basic Skills class is EXPECTED to attend class for a minimum of 60 days; and colleges may only enroll new students at 30-day intervals. This means that colleges may hold registration sessions only once every 30 days (excluding holidays) for Basic Skills classes in the prison setting. If a student withdraws from class, that student may not be replaced by another student until the next enrollment day. (There is an exception for transferring students; see #9 below.)

The following is an example of how this enrollment process works:

For a class starting September 2, for example, new students may enter and be registered for class on the following enrollment days ONLY: September 2, October 3, November 2 ... continue at 30-day intervals throughout the year. (NOTE: 30 days from September 2 is October 2, which is a Sunday -- when the 30th day falls on a Saturday or Sunday, the next enrollment day should be the following Monday. Also, this example does not take holidays into consideration; please do NOT count quarter breaks or days that your class would ordinarily meet, but is off due to vacation, etc.)

Once a student is enrolled, he/she DOES NOT have to be re-enrolled every 30-day enrollment cycle. These enrollment days are a way of managing the elimination of multi-entry/multi-exit registration, and are designed as designated entry points for new students only.

9. Transferring students do not need to wait until the next official enrollment date to enter a Basic Skills class, provided that they meet the following conditions:
  - 1) transferring students must have been enrolled in a Basic Skills class at the prison from which they were transferred (at the time of transfer); and 2) they must have their updated education records (DOC blue education folder) with them when they enter class. Education records must include all placement test scores, practice test scores, GED test scores, and/or other information that the receiving instructor needs to immediately integrate the student into class. A transferring student's educational record must be given to the receiving instructor before the student may be enrolled, and it must be available for audit review. NOTE: It is a DOC responsibility to ensure that inmate education records are transferred with the inmate. (See October 22, 1992 DCC/DOC cooperative agreement, Section IV. B.)

10. Continue to code all prison courses with immured code "P."
11. Continue to use contact-hour reporting for all prison classes. For guidelines, see DCC memo CC-93-259 (attachment 2).

These policies are not designed to hinder student progress if a student is moved from one prison to another. We encourage transferred students to resume class immediately at the new prison; however, a transferring student's education records MUST be given to the receiving instructor. Please encourage your instructors to keep student records updated with test scores, books used, etc. -- transfers can happen quickly and unexpectedly. The goal is to keep the student from having to retest, and the receiving instructor from having to reassess each transferring student.

**GUIDELINES FOR CURRICULUM AND OCCUPATIONAL EXTENSION COURSES  
(and all other non-Basic-Skills courses)  
OFFERED IN A PRISON SETTING**

1. These new policies and procedures will go into effect Fall Quarter, 1994.
2. These policies apply to all non-Basic Skills courses (Curriculum and Continuing Education) offered in a prison. (Separate guidelines apply to Basic Skills courses.)
3. "Prison" is defined as any Department of Correction correctional facility; federal prison; local jail; or Department of Human Resources youth services facility.
4. No multi-entry/multi-exit programming will be allowed in the prison setting.
5. The Prison Education Task Force recommended a matrix system for more effectively matching the length of courses/programs offered with the average length of stay of the inmates available for education at each prison (see attachment 1). Task force recommendations, including the matrix system, will be presented for State Board approval this Fall. In the meantime, all colleges should follow the underlying principle of only offering courses/programs that a majority of the students can successfully complete. Once implemented, the matrix system will require at least a 4-month prison stay (at that particular facility) for students entering occupational extension courses, a 4-month stay for students entering certificate programs, a 12-month stay for those entering diploma programs, and a 24-month stay for those entering Associate Degree programs. (NOTE: Secretary of Correction Franklin Freeman and Director of Prisons Lynn Phillips are aware of this and have agreed to inform their superintendents.)

For a copy of the Task Force report, contact Tracy McPherson, Coordinator of Correctional Education, Department of Community Colleges, 200 West Jones Street, Raleigh, N.C. 27603-1379; (919) 733-7051; E-mail: MCPHERSON.TRACY@DCC.

6. Continue to use contact-hour reporting for all prison classes. For guidelines, see DCC memo CC-93-259 (attachment 2). Although the contact-hour guidelines were originally written to apply to any Basic Skills class offered in the Community College System, they have applied to ALL prison classes (Curriculum and Continuing Education) since Fall Quarter 1993.
7. Because prison classes are under contact-hour reporting, the 30 percent census date does NOT apply (for funding purposes or enrollment purposes).
8. Students wishing to enroll in a prison Curriculum or (non-Basic-Skills) Continuing Education class may enroll during the respective college's standard (published) late registration/add period; **in no case, however, may a student enroll in a class past the 20-percent point of that class.**
9. For a student to receive credit for the course, he/she must attend 75 percent of the course and successfully complete all course-completion requirements. There are two exceptions to this rule: 1) If college policy requires a higher attendance rate for successful completion, college policy supersedes this 75-percent rule; and 2) if the only method of evaluation is course attendance, the student must attend 90 percent of the class to receive credit/be considered a "successful completer." (NOTE: Outcome measurements are encouraged for student evaluation; if attendance is the only requirement, this needs to be justified on sound educational grounds.)
10. Continue to code all prison courses with immured code "P."

I hope these guidelines answer your questions concerning this new law. If you have additional questions, please contact Chuck Barham, Director of Special Programs, or Tracy McPherson, Coordinator of Correctional Education, at (919) 733-7051. Of course, feel free to call me directly if I can be of assistance.

Thank you for your continued efforts in correctional education. I know you are making a difference in the lives of many inmates in North Carolina.

Attachments

CC-94-248  
(E-mail-Presidents)  
(Hard Copy-Others)

JGW/JPCjr/TCKjr/JWCjr/CBB/TTMc/ttmc

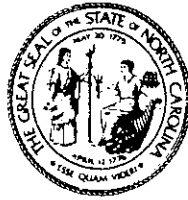
Distribution: Senior Curriculum Administrators; Senior Continuing Education Administrators; and Correctional Education Contacts

# Correctional Education

## Course-Offering Matrix

A Guide For  
North Carolina Community College System Programming  
in Department of Correction Facilities

Programming Options Based On Length of Stay of Inmates Assigned to Education	2-month minimum length of stay	4-month minimum length of stay	12-month minimum length of stay	24-month minimum length of stay	24-month minimum length of stay
<b>Category 1</b>	Basic Skills; Employment Readiness; Drug and Alcohol				
<b>Category 2</b>	Basic Skills; Employment Readiness; Drug and Alcohol	Occupational Extension Courses; Certificate Programs			
<b>Category 3</b>	Basic Skills; Employment Readiness; Drug and Alcohol	Occupational Extension Courses; Certificate Programs	Diploma Programs		
<b>Category 4a</b>	Basic Skills; Employment Readiness; Drug and Alcohol	Occupational Extension Courses; Certificate Programs	Diploma Programs	Associate Degree Programs (Technical)	
<b>Category 4b</b>	Basic Skills; Employment Readiness; Drug and Alcohol	Occupational Extension Courses; Certificate Programs	Diploma Programs	Associate Degree Programs (Technical)	Associate Degree Programs (College Transfer)



**DEPARTMENT OF COMMUNITY COLLEGES**

NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES  
200 W. JONES STREET  
RALEIGH, NC 27603-1337

**ROBERT W. SCOTT**  
System President

919-733-7051

August 3, 1993

**MEMORANDUM**

(NOTE ADDED 8/3/94:  
These guidelines  
have applied to ALL  
prison classes --  
Curriculum and Con't  
Ed. -- since Fall '93)

**TO:** Presidents  
Deans/Directors of Continuing Education  
Business Managers

**FROM:** J. Parker Chesson, Jr.  
Executive Vice President

James Wingate  
Vice President for Program Services

Thomas C. King, Jr.  
Senior Vice President and  
Chief Financial Officer

**SUBJECT:** Reporting Student Hours for Basic Skills (Adult Basic Education, Compensatory Education, Adult High School, and High School Equivalency [GED])

Due to recent questions received regarding reporting student hours for Basic Skills classes, the following information is provided. This memorandum is intended to supercede Memorandum CC-89-209 dated June 29, 1989. Please apply the enclosed information for all Basic Skills classes beginning September 1, 1993.

- A. All literacy classes shall be reported based on actual student attendance (contact hours). That is, a student would have to actually attend a given class period in order for that time to be reported to the department.
- B. Each class hour of instruction shall be scheduled for 60 minutes.
- C. The college shall provide for a minimum of 50 minutes of instruction for each scheduled 60-minute hour.
- D. A student shall be considered in attendance only if he or she is present for a given class. If a student is not in attendance for a class meeting, no student hours shall be reported for that student.

CC-93-259

- (1) A student must attend a minimum of 50 minutes of a scheduled 60 minutes of instruction in order to be counted in attendance for one hour.
  - (2) If a student attends less than 50 minutes of a scheduled hour of instruction, the actual time of attendance shall be reported for that student.
  - (3) This application would be used for reporting student hours for classes which are regularly scheduled or for reporting student hours for classes which meet in laboratory settings.
    - (a) For example, a class was scheduled to meet from 6:00 - 9:00 p.m. If a student attended the class from 6:00 - 7:00 p.m. and was in attendance for at least 50 minutes, he would be reported for one hour.
    - (b) If the student attended the above class from 6:00 - 7:30 p.m., he could be reported for one and one-half hours.
    - (c) If a student attended from 6:00 p.m. to 7:45 p.m., the student would be reported for one hour and forty-five minutes of attendance. Also, a student could not meet for 100 straight minutes and be reported for two hours.
    - (d) Student hours reported for any student could not exceed the number of hours the class is scheduled to meet on the class contract.
  - (4) Breaks of 10 minutes could be utilized each hour or during the period of instruction, but could not be accumulated. For example, a class scheduled from 6:00 p.m. until 9:00 p.m. could not "save" breaks to the end of the period, adjourn one-half hour early, and report three hours per student in attendance.
- E. Student attendance and hours in class must be documented. Student time in class other than whole hours may be rounded to the nearest one-fourth (1/4) hour. For example, if a