



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 20, 2008

MEMORANDUM

TO: Senior Continuing Education Administrators
FROM: Barbara Boyce, State Director of Continuing Education
SUBJECT: **Continuing Education Course Approval Process – Captive**

Below are updates to the Continuing Education (CE) course approval process for instruction to captive & co-opted groups:

- **FAQ Document** – To clarify policy issues related to the CE course approval process for captive & co-opted groups, we have developed a document with responses to the most frequently asked questions. See Attachment #1 titled “CE Course Approval Process: Frequently Asked Questions.”
- **CE Captive Request Form** – Attached you will find a revised form, with instructions, for requesting State Board approval for continuing education courses only. Colleges should begin using this form immediately. Please note that there is a separate form for requesting approval for Basic Skills and Curriculum programs. See Attachment #2 for the form titled “CE Captive Request Form.” If you are requesting State Board approval for courses that will be offered in a state-operated prison facility through the Department of Correction/Division of Prisons, then the request must also include a completed DOC Feasibility and Implementation Plan form (See Attachment #3), which can also be accessed at www.doc.state.nc.us/dop/education/index.htm.
- **Application Packet** – Colleges should submit **two complete application packets** with original signatures on each. A complete application packet consists of the following documents: 1) CE Captive Request Form, 2) course plan/outline, and if applicable, 3) DOC Feasibility and Implementation Plan form. See Attachment #2 for a sample of the Elements of a Continuing Education Course Plan/Outline.
- **Resubmission of Approved Courses** – If the course content or hours change from what was approved by the State Board, the college does not have to resubmit another course approval as long as the following conditions are met: (1) The course hours do not exceed the maximum hours listed on the Continuing Education Master Course List **and** (2) The college has documentation on file that the changes have been discussed and agreed upon by both the college and the facility. For more details, see Attachment #1/FAQ #8.
- **Submission Process** – Colleges should mail their application packets to the name and address listed below: State Director, Continuing Education / North Carolina Community College System / 5003 Mail Service Center / Raleigh, NC 27699-5003. Please allow two to three months for processing.

If you have questions, please contact Barbara Boyce at (919) 807-7158 or Joann Ingoglia at (919) 807-7223.

BAB/ji
Attachments
c: Presidents
Gloria Upperman, Division of Prisons
Arthur Clark, Division of Prisons

CC08-067
E-Mail

CE Captive Approval Process Frequently Asked Questions

Below is a list of the most frequently asked questions regarding the CE Captive Approval process. What follows are the responses to the questions with references to general statutes, administrative codes, and numbered memos. If you need further clarification, contact the System Office.

1. What groups are considered captive and co-opted?
2. What are the immured codes used when setting up sections for captive and co-opted groups?
3. Can you offer a course to captive and co-opted groups while waiting for State Board approval?
4. What are the consequences of offering a course without State Board approval?
5. What is the process for requesting State Board approval?
6. What is the "Feasibility and Implementation Plan" form required by the Department of Correction?
7. Once a college receives approval to offer a course, can it be offered at multiple locations?
8. If the course content or hours of instruction change from what was approved by the State Board, does a college have to resubmit for a new approval?
9. Must all courses offered to captive and co-opted groups be reported on a contact-hour basis?
10. Can occupational extension courses be offered in a correctional setting on a multi-entry/multi-exit basis?
11. What is the Correctional Education Course Offering Matrix Category?
12. Are captive and co-opted groups exempt from paying a registration fee?
13. Is the HRD Tuition and Fee Waiver form required for inmates taking HRD courses?
14. Can a college offer physical education, work experience or clinical instruction in a correctional setting?
15. Can colleges earn budget FTE from occupational extension courses offered to clients at Community Rehabilitation Centers and Sheltered Workshop facilities?
16. What are the policy references for captive & co-opted groups?

CE Captive Approval Process
Frequently Asked Questions

1. What groups are considered captive and co-opted?

Captive and co-opted groups of students are defined as inmates in a correctional facility; clients of sheltered workshops, domiciliary care facilities, nursing facilities, mental retardation centers; substance abuse rehabilitation centers; and in-patients of psychiatric hospitals.

References: GS 115D-5(b) and 23 NCAC 02E .0403(a)

2. What are the immured codes used when setting up sections for captive and co-opted groups?

Below are the immured codes used for captive and co-opted groups:

- A Alcoholic Rehabilitation
- D Domiciliary Care Facilities
- I Hospital In-patients
- J Detention Centers and County Jails
- N Rest or Nursing Homes
- P Prisons (Correction setting)
- R Mental Retardation

Reference: These codes are located under the data field called "Course Type" on the Datatel/CIS screen.

3. Can you offer a course to captive and co-opted groups while waiting for State Board approval?

No course of instruction shall be offered by any community college at State expense or partial State expense to any captive or co-opted group of students, as defined by the State Board of Community Colleges, without prior approval of the State Board of Community Colleges.

References: GS 115D-5(c) and 23 NCAC 02E .0403(a)

4. What are the consequences of offering a course without State Board approval?

A course taught without prior approval will not yield any full-time equivalent (FTE).

Reference: GS 115D-5(c)

5. What is the process for requesting State Board approval?

Step 1. Check the completeness and accuracy of information contained on all required documents: CE Captive Request Form, course plan/outline, and if applicable, a Department of Correction's Feasibility and Implementation Plan. These documents combined will be referred to as the application packet. See FAQ# 6 for more information on the DOC Feasibility Plan.

Step 2. Submit **two complete application packets** with original signatures on each to the name and address listed below:

State Director, Continuing Education
North Carolina Community College System
5003 Mail Service Center
Raleigh, NC 27699-5003

Step 3. Allow adequate time for course approval process. A typical timeframe is two to three months, so plan accordingly. The State Board typically does not meet in June or December.

(Question 5, continued)

- Step 4. Once the application is received, it is logged into the system and the review of the application begins. The packet is routed to the staff designee responsible for the Continuing Education program area. If the request is for a course in a Department of Correction facility, a copy is routed to the Division of Prisons Educational Services Office for approval.
- Step 5. If the program coordinator (and Department of Correction, if applicable) recommends the course for approval, the request is placed on the State Board agenda for final approval. An email notification will be sent to the college's designated contact with the following information: approval status, course information, and date of next State Board meeting.
- Step 6. Once the State Board has approved the course, an official letter is sent to the President of the college, with copies sent to designated senior administrators.
- Step 7. For auditing purposes, the college should maintain an official file with the following documents: course application packet, State Board approval letter, and other supporting documents related to changes in the course content and/or course length. See FAQ #8 for more information.

Reference: CC08-067

6. What is the "Feasibility and Implementation Plan" form required by the Department of Correction?

This form, commonly referred to as the DOC Feasibility Plan, is only required for course requests for instruction in a state-operated prison facility. The purpose of this form is to ensure that the college and the facility have discussed and are in agreement with the financial commitments related to offering the course in a facility.

Reference: Department of Correction

7. Once a college receives approval to offer a course, can it be offered at multiple locations?

No. Approval by the State Board of Community Colleges shall be presumed to constitute approval of both the course and the group served by that institution. Hence, blanket approval cannot be granted. Colleges must seek approval of each course at each facility.

References: GS 115D-5(c) and 23 NCAC 02E .0403(a)

8. If the course content or hours of instruction change from what was approved by the State Board, does a college have to resubmit for a new approval?

This has been an on-going discussion for the last year. Some colleges are operating on the understanding that as long as they do not exceed the maximum hours listed on the Master Course List, they do not have to resubmit. Some colleges are operating on the understanding that if the course content or hours increase more than 20%, then they must resubmit for a new approval. After discussing this issue with various System Office staff along with Department of Correction staff, the following procedure was established to cover captive and co-opted requests for Continuing Education courses:

- If the course content or hours increase more than 20% over the State Board approved course request, the college does not have to resubmit another course approval as long as the following conditions are met:
 - The course hours do not exceed the maximum hours listed on the Continuing Education Master Course List **and**
 - The college has documentation on file that the changes have been discussed and agreed upon by both the college and the facility.

Reference: CC08-067

9. Must all courses offered to captive and co-opted groups be reported on a contact-hour basis?

Community colleges must report full-time equivalent (FTE) student hours for correction education programs on the basis of contact hours rather than student membership hours. Contact hour reporting does not imply multi-entry/multi-exit programming. See FAQ #10 for more information.

References: GS 115D-5(c1), 23 NCAC 02D .0325(g), CC94-248, CC94-294, and CC95-201

10. Can occupational extension courses be offered in a correctional setting on a multi-entry/multi-exit basis?

No community college shall operate a multi-entry/multi-exit class or program in a prison facility, except for a literacy class or program. It is important to note that contact hour reporting does not imply multi-entry/multi-exit programming. These two terms have been used simultaneously, but 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 current law, colleges must report student hours on a contact hour basis, but they cannot enroll students after the 10% census date of the class. Please note that state required the State Board and the Department of Correction to come up with a matrix system to match educational programming with an inmate's average length of stay. See FAQ #11 for more information.

References: GS 115D-5(c1), CC94-248, CC94-294, and CC95-201

11. What is the Correctional Education Course Offering Matrix Category?

When state law eliminated multi-entry/multi-exit programming in prisons, it required the State Board and the Department of Correction to come up with a matrix system to match educational programming with the average length of stay of inmates available for education at each facility. The purpose of the matrix is to identify the level of educational services that can be offered by a community college in a state-operated prison facility. Please note that occupational extension training is an option in all matrix categories.

Matrix Category	North Carolina Community College System Programming Options
1	Basic Skills; Employment Readiness (Human Resources Development or Occupational Extension Pre-employment Training); and/or Drug and Alcohol courses. (Minimum length of stay: 2 months)
2	Basic Skills; Employment Readiness (Human Resources Development or Occupational Extension Pre-employment Training); Drug and Alcohol courses; Occupational Extension courses; and/or Curriculum Certificate Programs. (Minimum length of stay: 4 months)
3	Basic Skills; Employment Readiness (Human Resources Development or Occupational Extension Pre-employment Training); Drug and Alcohol courses; Occupational Extension courses; Curriculum Certificate Programs; and/or Curriculum Diploma Programs. (Minimum length of stay: 12 months)
4a	Basic Skills; Employment Readiness (Human Resources Development or Occupational Extension Pre-employment Training); Drug and Alcohol courses; Occupational Extension courses; Curriculum Certificate Programs; Curriculum Diploma Programs; and/or Curriculum Associate in Applied Science Degree Programs. (Minimum length of stay: 24 months)
4b	Basic Skills; Employment Readiness (Human Resources Development or Occupational Extension Pre-employment Training); Drug and Alcohol courses; Occupational Extension courses; Curriculum Certificate Programs; Curriculum Diploma Programs; Curriculum Associate in Applied Science Degree Programs; and/or College Transfer Degree Programs. (Minimum length of stay: 24 months)

References: GS 115D-5(c1), CC94-248, CC94-294, and CC95-201

12. Are captive and co-opted groups exempt from paying a registration fee?

Yes. The State Board of Community Colleges provides by general and uniform regulations for waiver of tuition and registration fees for the following captive/co-opted groups: clients of adult developmental activity programs, students in Health and Human Services Development Programs, juveniles of any age committed to the Department of Juvenile Justice and Delinquency Prevention by a court of competent jurisdiction, and prison inmates.

Reference: GS 115D-5(b)

13. Is the HRD Tuition and Fee Waiver form required for inmates taking HRD courses?

No. Since the general statute waives the tuition and fees for prison inmates, it is not necessary to complete the HRD Tuition and Fee Waiver form.

Reference: GS 115D-5(b) and CC05-041

14. Can a college offer physical education, work experience or clinical instruction in a correctional setting?

In continuing education, there are some courses that require work experience, practicum, or clinical instruction as a condition of certification by an accrediting body. This requirement is often embedded in the course description on the Master Course List. If a college is seeking State Board approval for a course that requires work experience, practicum, or clinical instruction, the college must provide documentation as a part of their application packet as to how it would be implemented in a correctional setting. If documentation is not provided and/or supported by the Division of Prison, only the classroom instructional activities will be reviewed for approval. Physical education courses, both curriculum and continuing education, may not be offered in a correctional setting.

Reference: NCAC 02E .0403(c)

15. Can colleges earn budget FTE from occupational extension courses offered to clients at Community Rehabilitation Centers and Sheltered Workshop facilities?

No. Occupational extension instruction offered to clients in Community Rehabilitation Centers (formerly called ADAP Centers) and sheltered workshops must be provided on a self-supporting basis.

Reference: 23 NCAC 02D .0325(f)

16. What are the policies references for captive & co-opted groups?

Below are the policy references; see next page for excerpts.

NC General Statute

- a. GS 115D-5(b) Tuition Waivers
- b. GS 115D-5(c) State Board Approval

NC Administrative Code

- 23 NCAC 02E .0403 Instruction To Captive or Co-Opted Groups
- 23 NCAC 02D .0325 Limitation In Reporting Student Membership Hours

NCCCS Numbered Memos

- CC94-248 Elimination of Multi-Entry/Multi Exit Classes in Programming in All Prison Classes
- CC94-297 No Multi-Entry/Multi Exit Classes in Prisons – Further Clarification
- CC95-201 Uniform Implementation of Special Provisions
- CC05-041 HRD Tuition and Fee Waiver Verification Form
- CC08-010 Tuition and Fee Waivers Clarification

Captive and Co-Opted Groups

Policy References

Note: For your convenience, attached you will find the full-text and excerpts from general statutes and administrative codes related to captive and co-opted groups as referenced in this FAQ document.

NC General Statute 115D

GS 115D-5(b) Tuition Waivers

In order to make instruction as accessible as possible to all citizens, the teaching of curricular courses and of noncurricular extension courses at convenient locations away from institution campuses as well as on campuses is authorized and shall be encouraged. A pro rata portion of the established regular tuition rate charged a full-time student shall be charged a part-time student taking any curriculum course. In lieu of any tuition charge, the State Board of Community Colleges shall establish a uniform registration fee, or a schedule of uniform registration fees, to be charged students enrolling in extension courses for which instruction is financed primarily from State funds; provided, however, that the State Board of Community Colleges may provide by general and uniform regulations for waiver of tuition and registration fees for persons not enrolled in elementary or secondary schools taking courses leading to a high school diploma or equivalent certificate, for training courses for volunteer firemen, local fire department personnel, volunteer rescue and lifesaving department personnel, local rescue and lifesaving department personnel, Radio Emergency Associated Citizens Team (REACT) members when the REACT team is under contract to a county as an emergency response agency, local law-enforcement officers, patients in State alcoholic rehabilitation centers, all full-time custodial employees of the Department of Correction, employees of the Department's Division of Community Corrections and employees of the Department of Juvenile Justice and Delinquency Prevention required to be certified under Chapter 17C of the General Statutes and the rules of the Criminal Justice and Training Standards Commission, trainees enrolled in courses conducted under the New and Expanding Industry Program, clients of sheltered workshops, clients of adult developmental activity programs, students in Health and Human Services Development Programs, juveniles of any age committed to the Department of Juvenile Justice and Delinquency Prevention by a court of competent jurisdiction, prison inmates, and members of the North Carolina State Defense Militia as defined in G.S. 127A-5 and as administered under Article 5 of Chapter 127A of the General Statutes. Provided further, tuition shall be waived for senior citizens attending institutions operating under this Chapter as set forth in Chapter 115B of the General Statutes, Tuition Waiver for Senior Citizens. Provided further, tuition shall also be waived for all courses taken by high school students at community colleges, including students in early college and middle college high school programs, in accordance with G.S. 115D-20(4) and this section.

GS 115D-5(c) State Board Approval

No course of instruction shall be offered by any community college at State expense or partial State expense to any captive or co-opted group of students, as defined by the State Board of Community Colleges, without prior approval of the State Board of Community Colleges. Approval by the State Board of Community Colleges shall be presumed to constitute approval of both the course and the group served by that institution. The State Board of Community Colleges may delegate to the President the power to make an initial approval, with final approval to be made by the State Board of Community Colleges. A course taught without such approval will not yield any full-time equivalent students, as defined by the State Board of Community Colleges.

GS 115D-5(c1) Reporting Student Hours

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, except for a literacy class or program. 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.

NC Administrative Code

23 NCAC 02E .0403 Instruction To Captive or Co-Opted Groups

- (a) A college shall obtain State Board approval prior to providing instruction to students who are classified captive or co-opted. Captive or co-opted groups of students are defined as inmates in a correctional facility; clients of sheltered workshops, domiciliary care facilities, nursing facilities, mental retardation centers; substance abuse rehabilitation centers; and in-patients of psychiatric hospitals. Approval by the State Board of Community Colleges shall constitute approval of the curriculum program or occupational extension course(s) and the group to be served by the college.
- (b) Instruction to captive or co-opted groups may be approved when the State Board determines that the proposed instruction for the group is not a function of the requesting agency, and the instruction is within the purpose of the community college.
- (c) Instruction to captive or co-opted groups may be approved in the form of curriculum programs or courses and occupational extension courses. State Board of Community Colleges (SBCC) approved curricula for captive or co-opted groups shall include changes in programs of study and SBCC approved occupational extension course modifications. Physical education or work experience may not be a part of a curriculum program in a correctional setting.
- (d) Policies governing student enrollment in curriculum programs or courses and occupational extension courses shall be consistent with general college policies.

23 NCAC 02D .0325 Limitation In Reporting Student Membership Hours

- (f) Occupational extension instruction shall not be offered in sheltered workshops and adult developmental activity centers (ADAP) except sheltered workshops and ADAP centers may contract with the community college to provide occupational extension courses on a self-supporting basis.
- (g) Educational programs offered in a correctional department setting shall report full-time equivalent (FTE) student hours on the basis of contact hours.

NC Numbered Memorandums

Below is a list of numbered memorandums that were referenced in this FAQ document:

Number	Subject
CC94-248	Elimination of Multi-Entry/Multi Exit Classes in Programming in All Prison Classes
CC94-297	No Multi-Entry/Multi Exit Classes in Prisons – Further Clarification
CC95-201	Uniform Implementation of Special Provisions
CC05-041	HRD Tuition and Fee Waiver Verification Form
CC08-010	Tuition and Fee Waivers Clarification

North Carolina Community College System
CE Captive Request Form
State Board Approval

1. College Name: _____
 (Print Full Name)

2. Agency Contacts

Community College
Name: _____
Title: _____
Phone: _____
E-mail: _____

Captive/Co-Opted Facility
Name: _____
Title: _____
Phone: _____
E-mail: _____

3. Instructional Program

_____ Occupational Extension _____ Human Resources Development _____ Community Service

4. Proposed Implementation Date (Specify month, day, and year) _____

5. Population Served (check one)

	Immured Codes	Facility Name	Location*	Facility ID	Matrix Category	Feasibility Plan
Inmates in a NC Dept of Correction Facility	P					
Inmates in a Private Correction Facility	P					
Inmates in a Federal Correction Facility	P					
Inmates in a Local Jail/Detention Center	J					
Clients of Domiciliary Care Facilities	D					
Clients of Substance Abuse Rehab Center	A					
Clients of Community Rehabilitative Facility/ADAP Center	D					
Clients of a Nursing Facility	N					
In-patients of a Psychiatric Hospital	I					
Juveniles of DJJDP (committed youth)	---					

* If the city location is not in your college's service area, please attach a copy of your signed Institutional Service Agreement.

6. Course Information (Please complete a separate form for each course, per facility)

Master Course Code: _____
 Master Course List Title: _____
 Local Title: _____
 Course Plan: _____ A course plan must be attached to the approval request _____
 Total Course Hours Requested: _____
 Maximum Hours on the Master Course List: _____
 Length of each class meeting (in hours): _____
 Number of weekly class meetings: _____

7. Required Signatures

Captive/Co-Opted Facility Senior Administrator:	Date: _____
Senior Continuing Education Administrator:	Date: _____
College President:	Date: _____
Chairman, Board of Trustees:	Date: _____

Instructions for Completing the Request Form

Item	Instruction
1. College Name	<ul style="list-style-type: none"> Enter the college's full name.
2. Agency Contacts	<ul style="list-style-type: none"> Enter the contact information for both the college and the participating facility.
3. Instructional Program	<ul style="list-style-type: none"> Check the most appropriate instructional program.
4. Implementation Date	<ul style="list-style-type: none"> Enter the proposed implementation date. Include month, day, and year. Please note that you cannot offer courses to captive and co-opted groups until the State Board approves the request. A typical timeframe for processing a course approval is two to three months, so plan accordingly. The State Board typically does not meet in June or December.
5. Population Served	<ul style="list-style-type: none"> Check the intended population to be served. Enter the name and location of the facility. Please note: If the location is not in your college's service area, please attach a copy of your signed Institutional Service Agreement. <p>If applicable, please complete the following:</p> <ul style="list-style-type: none"> Facility ID – Enter the 4-digit facilities ID codes. This field is only applicable to facilities operated by the Department of Corrections. See attached list. Matrix Category – Enter the matrix category. This field is only applicable to facilities operated by the Department of Corrections. See attached list. Feasibility Plan - Enter "Yes" or "No" if a Feasibility Plan is attached. This Department of Correction form is only required for courses taught in a Department of Correction state facility. Please note that a course cannot be approved without this form.
6. Course Information	<ul style="list-style-type: none"> Enter the appropriate information for all fields. Colleges must submit a separate form for each course request. Attach a course plan. This plan should include course description, specific learning objectives, outline, and evaluation methods. See attachment for a sample template.
7. Required Signatures	<ul style="list-style-type: none"> Obtain the required signatures. Please note that the System Office will not begin the approval process without signatures.

Instructions for Submitting Request to the System Office

- Step 1. Check the completeness and accuracy of information contained on all required documents: CE Captive Request Form, course plan/outline, and if applicable, a Department of Correction's Feasibility and Implementation Plan. These documents combined will be referred to as the application packet. See FAQ# 6 for more information on DOC Feasibility Plan.
- Step 2. Submit two complete application packets with original signatures on each to the name and address listed below:
 State Director, Continuing Education
 North Carolina Community College System
 5003 Mail Service Center
 Raleigh, NC 27699-5003
- Step 3. Allow adequate time for course approval process. A typical timeframe is two to three months, so plan accordingly. The State Board typically does not meet in June or December.

Department of Correction Facilities

Please use the following Facility ID codes and Matrix categories when completing the CE Captive Request Form.

Facility	Facility ID	Matrix
Albemarle Correctional Institution	4580	4b
Alexander Correctional Institution	4870	3
Anson Correctional Center	4570	3
Avery-Mitchell Correctional Institution	4680	3
Bertie Correctional Institution	4880	4a
Black Mountain Correctional Center for Women	3040	2
Bladen Correctional Center	4315	2
Brown Creek Correctional Institution	3510	4b
Buncombe Correctional Center	4675	3
Cabarrus Correctional Center	4510	3
Caldwell Correctional Center	4625	3
Caledonia Correctional Institution	3305	3
Carteret Correctional Center	4110	3
Caswell Correctional Center	4415	3
Catawba Correctional Center	4555	3
Central Prison	3100	4b
Charlotte Correctional Center	4530	2
Cleveland Correctional Center	4560	3
Columbus Correctional Institution	4355	2
Craggy Correctional Center	4630	3
Craven Correctional Institution	3085	2
Dan River Prison Work Farm	3080	3
Davidson Correctional Center	4420	3
Duplin Correctional Center	4125	3
Durham Correctional Center	4210	2
Eastern Correctional Institution	3400	4b
Foothills Correctional Institution	3720	4b
Forsyth Correctional Center	4430	3
Fountain Correctional Center for Women	3020	3
Franklin Correctional Center	4215	3
Gaston Correctional Center	4515	2
Gates Correctional Center	4130	1
Greene Correctional Institution	4140	2
Guilford Correctional Center	4440	1
Harnett Correctional Institution	3805	4b
Haywood Correctional Center	4640	2
Hoke Correctional Institution	4320	3
Hyde Correctional Institution	4180	4b
Johnston Correctional Institution	4230	3

Facility	Facility ID	Matrix
Lanesboro Correctional Institution	4865	3
Lincoln Correctional Center	4525	3
Lumberton Correctional Institution	4365	2
Marion Correctional Institution	3730	3
Maury Correctional Institution	4875	4a
McCain Correctional Hospital	3700	2
Morrison Correctional Institution	3930	3
Mountain View Correctional Institution	4855	3
Nash Correctional Institution	3710	4b
NC Correctional Institution for Women	3010	4b
Neuse Correctional Institution	3060	2
New Hanover Correctional Center	4170	2
North Piedmont Correctional Center for Women	3090	2
Odom Correctional Institution	3310	4b
Orange Correctional Center	4240	2
Pamlico Correctional Institution	4850	3
Pasquotank Correctional Institution	3740	3
Pender Correctional Institution	4150	3
Piedmont Correctional Institution	3500	2
Polk Correctional Institution	3980	2
Raleigh Correctional Center for Women	3030	2
Randolph Correctional Center	4445	2
Robeson Correctional Center	4340	2
Rowan Correctional Center	4540	1
Rutherford Correctional Center	4655	2
Sampson Correctional Institution	4345	3
Sanford Correctional Center	4360	1
Scotland Correctional Institution	4860	3
Southern Correctional Institution	3600	4b
Tabor Correctional Institution	4885	3
Tillery Correctional Center	3320	3
Tyrrell Prison Work Farm	3070	3
Umstead Correctional Center	4255	1
Union Correctional Center	4550	3
Wake Correctional Center	4265	2
Warren Correctional Institution	4290	3
Wayne Correctional Center	4175	2
Western Youth Institution	3905	3
Wilkes Correctional Center	4665	2
Wilmington Residential Facility for Women	3050	1

Attachment #2
North Carolina Community College System
Continuing Education

Elements of a Continuing Education Course Plan/Outline

Below is a sample template for designing a course plan/outline. Items #1, #2, #3, #4, #5, and #10 are required elements.

1. **Course Title:** A maximum of 30 values (including characters, spaces and punctuation).
2. **Course Description:** The course description must include the following:
 - a) Introductory sentence describing the occupational intent of the course:
 - This course is designed to ...
 - This course prepares individuals
 - b) Description of course content utilizing statements such as:
 - Course work includes....
 - Students will.....
 - c) Description of student outcomes utilizing statements such as:
 - Successful completion of this instruction will prepare (qualify) one for employment as a (an) ...
 - Upon completion of this course, students should qualify for or accomplish (include certifications, licensure examinations, employment opportunities, etc.)
 - Upon completion, the learner will be prepared to perform the following tasks....
3. **Learning Objectives:** List the primary learning objectives for the course.
4. **Course Length:** Indicate the total length (membership/contact hours) of the class. If the course contains lecture, lab, and/or clinical hours, then list them separately. For example:
 - Lecture: _____
 - Lab: _____
 - Clinical: _____
5. **Outline:** Describe each major topic/competency to be covered in the course. Ideally, topics will be broken down into subtopics under each major heading. Contact hours should be assigned to topic headings.
6. **CEU's:** Indicate whether or not CEUs will be awarded for the course and if so, the number of CEUs for the course. Note: CEUs are calculated at 1 CEU per 10 hours of class.
7. **Pre-Requisites:** List any pre- or co-requisites a student must complete.
8. **Textbook(s) Required:** List the textbooks required along with author, publisher and edition.
9. **Supplies or Other Requirements:** List any supplies, equipment, uniforms, etc. that students will be required to have for the class. Example: a copy of a photo ID and a Social Security Card for some classes such as NAI.
10. **Evaluation Methodology:** Describe how students will be evaluated on their performance in class such as written tests, clinical practices, class projects, etc.
11. **Grading & Minimum Passing Criteria:** Describe the grading scale for the class and the minimum criteria that a student must meet to receive a passing grade.
12. **Attendance:** Describe your class attendance requirements for satisfactory completion and awarding CEUs.

**FEASIBILITY AND IMPLEMENTATION PLAN FOR EXTENSION COURSES
N. C. DIVISION OF PRISONS FACILITIES (revised: 3/2008)**

INSTRUCTIONS: This form is to be initiated by prison programs staff whenever a continuing education (non-credit) course to be conducted by a community college is proposed. The form must be completed in its entirety. Its purpose is to document that all resources required for maintaining the course are available.

COLLEGE: _____

PRISON FACILITY: _____

COURSE NAME: _____ COURSE NUMBER: _____

1. **FEASIBILITY:** (ref: A Plan for Appropriate Community College Education in North Carolina's Correctional Facilities)

Students: The prison facility has determined that its existing program structure allows for _____ (number of students) students to be available for this course, and that the class can be offered every _____ (number of weeks between start of new class) weeks. If the course is to be offered as an occasional class, please explain: _____

Statewide need/job opportunities for completers: Please use this section to show current job demand projections (citing source) for specific vocational skills training, or to give a brief explanation of how the course will enhance the student's workplace skills for courses that do not teach specific vocational skills. _____

2. **SPACE REQUIREMENTS:** The college and prison have determined that suitable space is available. Please provide a brief description of that space: _____
- _____
- _____

3. **START-UP COSTS:** Please use the following table to describe estimated start-up costs for the first year of operation, and plans for funding sources:

	State (Community College)	State (Division of Prisons)	Federal	Special Grant/Other (Please Specify)
Personnel				
Fringes				
Computers/Equipment Other Resources				
Supplies				
Textbooks				
Furniture				
Renovation Costs				
Other (please specify)				
TOTAL				

**FEASIBILITY AND IMPLEMENTATION PLAN FOR EXTENSION COURSES
N.C. DIVISION OF PRISONS FACILITIES (revised: 3/2008)**

4. **ONGOING COSTS:** Please use the following table to describe estimated costs of operation after the first year and to project plans for funding sources:

	State (Community College)	State (Division of Prisons)	Federal	Special Grant/Other (Please Specify)
Personnel				
Fringes				
Computers/Equipment Other Resources				
Supplies				
Textbooks				
Furniture				
Renovation Costs				
Other (Please specify)				
TOTAL				

5. **PLAN APPROVALS:** The following signatures indicate that both the community college president and the prison administrator (warden, correctional administrator or superintendent) have reviewed and approved all aspects of the plan for course implementation as described in this form.

COLLEGE PRESIDENT'S NAME (printed): _____

SIGNATURE: _____ DATE: _____

PRISON ADMINISTRATOR'S NAME (printed): _____

SIGNATURE: _____ DATE: _____

Note to Prison Staff: The preceding signature by the Prison Administrator is intended to document that this proposal and the prison's funding plan for the requested course have been discussed in advance with and approved by the facility's Region Director and/or his/her designee, as well as with and by the Director of Educational Services, Division of Prisons, if the start-up costs indicated in section 3 of the preceding page were not included in the facility's approved Educational Budget for the year in which the proposed course would begin, if approved. The administrator's approval is also meant to signify that prison programs staff have met with community college staff to plan in detail for meeting the various logistical and financial requirements for implementing and maintaining the proposed course.

6. **ASSISTANCE:** Questions about the completion of this form or concerning the feasibility of implementing the course requested for approval should be directed to the Community College Liaison in Educational Services, Division of Prisons (DOP), or to the Director of Educational Services, DOP Randall Building, Raleigh, NC, telephone: 919-838-4000.