

Palo Verde College

Internal Operational Procedures for Incarcerated Individuals with State Prison Participation

Distance Learning - July 1, 2012

Palo Verde College

Internal Operational Procedures for Incarcerated Students and State Prison Participation in the Distance Education Correspondence Course Program

The purpose of this document is to ensure quality and consistency in the application of operational policies and procedures in providing Distance Education Correspondence courses to incarcerated students through approved CDCR facilities within the state of California. Programs at any facility may be terminated at any time with notice from PVC or CDCR institution.

Each facility will be responsible for identifying a California Department of Corrections and Rehabilitation (CDCR) Educational Coordinator who will be the liaison between Palo Verde College (PVC) and the facility with duties including but not limited to:

- Work directly with PVC personnel in administering the Distance Education Correspondence Program at the facility;
- Ensure proctoring compliance and the oversight of test administration;
- Assist PVC students as needed in the acquisition of textbooks and required course materials;
- Maintain and distribute designated materials to students including but not limited to placements tests, registration materials, syllabi, coursework, graded work, midterm reports, grades and other information that facilitates student success;
- Assist in the resolution of issues or disputes that arise applicable to College policies and procedures.

The Educational Coordinator will be trained to provide the liaison services to PVC students by a PVC Counselor/Staff Member working in the Distance Learning Departments. Training will be provided via phone conversations, emails, correspondence and site visits if geographically possible as determined by PVC Distance Learning Coordinator in consultation with the Educational Coordinator. All student questions, comments, concerns and complaints must be addressed to the CDCR Educational Coordinator for assistance. **College staff will work directly with the Educational Coordinator to resolve complaints at the lowest level possible, following Standards of Student Conduct and the Discipline and Grievance policies and procedures.**

The CDCR Educational Coordinator is responsible for:

- 1) Signing an agreement with PVC stating that they will proctor exams, or provide for proctoring according to the stated rules as outlined by Professors/Instructors at PVC, and will handle proctored exams with strict confidentiality. Inmate Clerks may only handle exams under close supervision of the CDCR Educational Coordinator.
- 2) Acquiring an email address with CDCR and checking it daily for new information from PVC Distance Learning Department.
- 3) Mailing (USPS, FedEx, UPS, other as available) all coursework received from incarcerated students no less than once weekly to: Palo Verde College, Attn: Correspondence Program, One College Drive, Blythe, CA 92225

- 4) Obtaining all necessary supplies to facilitate the operation of PVC Correspondence program within their institution including but not limited to copy paper, printers, toners and tutoring supplies.
- 5) Ensuring that the appropriate inmate clerical and tutorial supports are provided and properly assigned.
- 6) Ensuring ducats lists are submitted for all inmates scheduled for testing.
- 7) Ensuring all testing is completed as scheduled for each class as stated by syllabi or handouts from instructors.
- 8) Tracking all items turned in by students such as: homework, quizzes, term papers, exams, requests, and petitions.
- 9) Notifying PVC Distance Education Department regarding the number of potential continuing students (two months prior to the beginning of each semester or date determined by PVC Distance Learning), for the following semester.
- 10) Facilitating dialogue between PVC Counselor/Staff and inmates in regards to any questions and concerns about their PVC education.
- 11) Mailing all completed registration materials by the due dates established to PVC Distance Education Department. PVC Distance Education Department will provide CDCR Educational Coordinator with all Registration materials necessary for incarcerated students to fill out.
- 12) Ensuring that prior to enrollment, students understand they are responsible for obtaining any and all supplies, textbooks, calculators, etc. necessary to successfully complete the class.
- 13) When proctoring exams, CDCR Educational Coordinator is responsible for Date/Time/Signature stamps for verification of accountability.
- 14) Ensuring that in the event the facility or housing unit(s) is (are) Locked Down or on a "Modified Program," all assignments will continue to be collected by the assigned inmate clerks, if possible. If they are a part of the Lock Down, responsibility of collecting and delivering assignments reverts to the CDCR Educational Coordinator or Designee.
- 15) Notifying PVC Distance Education Department for lock-downs or any situations restricting movement for PVC inmate students that occur for more than 3-4 days.
- 16) Notifying the Distance Education Department if there is any illegible or missing coursework as according to the syllabus.

PVC Distance Education Department will:

- 17) Provide syllabi, coursework, handouts from respective instructors electronically (email) to Institutional CDCR Educational Coordinator for dissemination to students. Prisons located within 30 miles of Blythe, CA will be provided with printed syllabi and coursework pending available funding. This service will be evaluated prior to the beginning of each semester and notification will be given to these institutions six weeks prior to that date.
- 18) Provide a scheduled delivery and pick up for Prisons within 30 mile distance of Blythe, CA. Tentative schedule of Tuesdays for PVC staff to deliver/pick up at ISP/CVSP and Thursday for ISP/CVSP staff to pick up/deliver to PVC. This schedule may be subject to change as determined by the PVC Distance Learning Coordinator or CDCR Educational Coordinator. Liability will be held by the employer of the courier.
- 19) Follow current catalog rules regarding:
 - Assessment, Counseling and Educational Planning,
 - Petitioning (course repetition, petitioning to graduate, challenge exams, credit by exam, independent study, and academic renewal),
 - Unit Course load limitations
 - Withdrawal policies
 - Grade appeal policies
 - Probation policies (Academic Probation, Progress probation)
 - Dismissal and reinstatement
 - all other guidelines applicable to incarcerated students
- 20) Student support services such as CARE, CALWORKS, Bookstore, etc. will not be available to incarcerated students enrolled in the Palo Verde Distance Education Program.
- 21) EOPS services will be provided to the CDCR institutions located within a 30 mile distance from Blythe, CA. This service will be reviewed prior to each semester and continuation will be based on the availability of funding and PVC personnel availability.
- 22) Provide student support services as follows:
 - Palo Verde College's Library is available to incarcerated students only in the mode of submission of a Research Request for assignments required by the classes in which the student is currently registered. A Research Request will be provided to the CDCR Educational Coordinator and, prior to submission to PVC Distance Learning, must be read over and approved by the CDCR Educational Coordinator with their signature.
 - Disabled Students Programs & Services (DSPS) will be provided to CDCR institutions located within a 30 mile distance from Blythe, CA and available assistive technology as determined by CDCR guidelines. In order for students with disabilities to be eligible for DSPS support services, the student must have a

verifiable impairment which results in an educational limitation. The impairment may be verified, using procedures prescribed by the Chancellor, by one of the following: 1) Observation by DSPS professional staff with review by the DSPS coordinator; or 2) Assessment by appropriate DSPS professional staff; For CDCR institutions located outside the 30 mile limitation, documentation provided by appropriate agencies, certified or licensed professional can be reviewed by PVC DSP & S staff for qualification for the program assistance. Eligibility for each service provided must be directly related to an educational limitation consistent with Section 56000(b) and Section 56004.

- Financial Aid – BOGW are only available to incarcerated students. Scholarships, Pell Grant, & Work Study are not available to incarcerated students at CDCR facilities.
- Veterans Services are available for those persons who meet the eligibility standards set forth by the Veterans Administration.