



North Carolina Department of Correction
Division of Prisons
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August 8, 2011

PEP Memorandum #7

To: Prison Facility Superintendents
Community College Presidents

From: Jennie Lancaster, Chief Operating Officer, NC Department of Correction
Sharon Morrissey, Senior Vice President/Chief Academic Officer, NC Community College System
Co-Chairs, Interagency Committee on Correctional Education

Subject: Prison Education Program (PEP) Approval Validation Form

The purpose of this memo is to confirm the approval status of proposed courses to be offered through the Prison Education Program (PEP), as requested by local prison and college managers on the Joint Confirmation Forms submitted to the Department of Correction (DOC) for Fiscal Year 2011-2012. Both DOC and State Board of Community Colleges (SBCC) approval updates are outlined below and on the attached form.

A. Registration Fund Approval – Department of Correction (DOC)

1) PEP State-Level Validation Form

The attached **PEP State-Level Validation Form** officially confirms the Course IDs, Community College State Titles, and **Final Registration Funding Amount** approved by the Department of Correction for the college/prison specified. As such, it officially documents DOC's commitment to pay the tuition/registration fees for inmates enrolled in these courses up to, but not exceeding, the total dollar amount attached.

2) Billing Authorization Tracking

DOC has confirmed that all courses on the attached form align with the established priorities of the Prison Education Program. The agency, however, has limited Registration Funds to cover the needs of the entire prison system. The amount specified on the attached form has been allocated specifically for your facility for the entire fiscal year (July 1, 2011 – June 30, 2012); when all allotted funds are depleted, no additional student registrations can be paid. **It is imperative that colleges and prisons assist in the management of these funds to ensure that the final total for the fiscal year will not exceed the attached allocation.** This local tracking of expenditures should be integrated into the local billing process outlined in PEP Memo #5, dated June 28, 2011.

3) Authorized Expenditures

These DOC Registration Funds may be used only for the payment of tuition/registration fees associated with the enrollment of inmates in the approved community college course IDs listed on the attached validation form for Fiscal Year 2011-2012. The use of these funds for other purposes, such as books, equipment, supplies, etc., is prohibited. Unused funds are not retained by the local prison but are retained by the Department of Correction to manage as part of the overall Prison Education Program.

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3) Authorized Enrollments

Local prison staff should identify appropriate inmates for enrollment in classes based on the case management process and college entrance requirements, making sure to pay particular attention to the inmate's availability to complete the course(s). Prison officials must ask college officials to specify the student enrollment/ registration dates for each class. Students may not enter after this specified time, and students who might be removed from class after this time cannot be replaced by other students (and the registration fees will be lost).

4) Course Substitution/Change Requests

If a planned, approved class is not able to be offered, a PEP Course Change Request may be sent to Division of Prisons Educational Services staff Gloria M. Upperman (Gloria.Upperman@doc.nc.gov) or Tony Reggi (Anthony.Reggi@doc.nc.gov) for approval. The request must show the following: that the new class has equal or higher priority ranking; that it will not cause the Final Registration Fund Allotment for the facility to be exceeded; that it has State Board of Community Colleges approval; and that it can be offered within the same fiscal year.

B. Course Approval – State Board of Community Colleges (SBCC)

1) Expedited Approvals - July 15, 2011

As a result of DOC's request to convert most prison Curriculum programs to Continuing Education, some colleges needed expedited State Board of Community Colleges approval of these new Continuing Education offerings. On July 15, 2011, the State Board approved courses from the signed Joint Confirmation Forms that had not been previously approved by the Board. The newly approved courses are noted on the attached validation form in the section marked (4) SBCC Approval Status.

To complete the expedited process, these approvals must be entered into the new, electronic CIS/ CE Captive Approval System. In November/December 2010, at least two college staff were trained to make such submissions. Joann Ingoglia from the System Office Workforce Continuing Education team will contact these staff to enter the newly approved courses. Colleges will receive the standard State Board approval letter documenting July 15, 2011 State Board action after this electronic process is complete. Normally the courses are submitted electronically prior to going to the State Board, but these courses were approved under an expedited process due to the recent changes in prison education, with a retroactive approval date of July 1, 2011.

2) New Course Approvals

Any course offered through the Prison Education Program must have prior State Board of Community Colleges approval in order for colleges to claim FTE for students served. Colleges seeking approval of courses not currently approved should follow the standard captive approval process. Please note that colleges may only offer courses for Fiscal Year 2011-2012 if they are on the attached list as currently approved by DOC, even if there is a State Board approval on file from previous years.

Thank you again for your continued partnership in support of prison education. If you have questions, please contact any of the following members of the PEP team: Gloria M. Upperman (Gloria.Upperman@doc.nc.gov or 919-838-3642); Tony Reggi (Anthony.Reggi@doc.nc.gov or 919-838-3643); or Tracy McPherson (mcpheasant@nccommunitycolleges.edu or 919-807-7117).

(This is one of 7 memos issued since June 1, 2011 on new policies and procedures for the Prison Education Program that are effective for Fiscal Year 2011-2012. All PEP memos can be found on the NC Community College System website at http://www.nccommunitycolleges.edu/Business_and_Industry/continuingeducation.htm --- Scroll down to the section titled "Captive & Co-opted" for the full list.)

Attachment – **PEP State-Level Validation Form** for your specific college/prison

cc: Secretary Alvin Keller, NCDOC
President R. Scott Ralls, NCCCS