



Feather River College

Incarcerated Student Program

2023-2024

Student

Guide

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ISP AT FEATHER RIVER COLLEGE

Insight ♦ Inspiration ♦ Education ♦ Rehabilitation

FRC Statement of Mission

Feather River College provides high-quality, comprehensive student education as well as opportunities for learning, workforce preparation, and achievement in a small college environment. The College provides general education, associate and bachelor's degrees, certificates, transfer programs, and life-long learning for a diverse student population by serving local, regional, national and international students through traditional face-to-face instruction as well as distance education. The College also serves as a cultural and economic leader for all communities that lie within the District and embraces the opportunities afforded by its natural setting.

ISP Goals

Feather River College's Incarcerated Student Program contemplates a world where it is possible for every individual to achieve their educational goals. ISP makes this possible by:

- Providing courses so students may complete an associate's degree in nine semesters.
- Designing and delivering student and learning support.
- Assessing course level student learning outcomes to ensure the academic rigor and currency.
- Providing quality education to students from diverse cultural, racial, and socioeconomic backgrounds, regardless of sentence length.
- Maintaining high standards and expectations for student learning and success with the goal of reducing recidivism rates.

History

FRC has been offering correspondence courses to the incarcerated since spring 2007. The program began at the California Correctional Center in Susanville, expanded to the Central California Women's Facility in Chowchilla in 2008, then to Pelican Bay State Prison in Crescent City and California Men's Colony at San Luis Obispo in 2009, and the first AA program was offered at High Desert State Prison in Susanville and Valley State Women's Facility in Chowchilla in 2011. Today, ISP serves students at state prisons around California. Students may complete an Associate of Arts degree for Transfer in Sociology, an Associate of Arts in Liberal Arts: Arts and Humanities, and a Certificate in Small Business Management.¹

¹ Feather River College is accredited by the Accrediting Commission for Community and Junior Colleges, a nationally recognized regional accrediting agency.

Feather River College Student Learning Outcomes

In addition to different course and program student learning outcomes, students who complete a degree or certificate at Feather River College should be able to demonstrate that they have achieved these college-wide student learning outcomes:

1. Students will communicate effectively by:
 - Writing clearly and accurately in a variety of contexts and formats
 - Articulating thoughts, ideas, concepts, and opinions verbally
 - Reading, comprehending, and applying published ideas
 - Listening and responding to others
2. Students will demonstrate critical thinking skills by:
 - Applying principles of scientific and/or qualitative reasoning and logic to solve problems
 - Evaluating strengths, weaknesses, and fallacies of logic in arguments and information
 - Utilizing a variety of academic lenses to develop and employ a multidisciplinary worldview
 - Applying knowledge and skills in real life settings
3. Students will locate, evaluate, and apply information by:
 - Using technologies to identify, access, evaluate and use information to accomplish a specific purpose or task (e.g., library and Internet search engines)
 - Using technology to responsibly conduct academic related pursuits (e.g., file the FAFSA, search and apply for scholarships and jobs, search and apply at transfer)
 - Using social learning tools (e.g., systems that connect learners, instructors, and information: Canvas, Google docs, social software/media sites)
 - Organizing information (e.g., creating and maintaining electronic organization system for files)
 - Understanding the social and ethical issues surrounding the responsible use of information technology
 - Demonstrating competency in concepts, terminologies, and applications (e.g., word processing, spreadsheets, databases, presentations, and web)
4. Students will demonstrate a sense of personal and professional ethics by:
 - Accepting responsibility for their own actions
 - Respecting and honoring diversity of individuals and ideas
 - Exhibiting personal, professional, and academic honesty
5. Students will develop a clear sense of self, purpose, and ability to achieve goals by:
 - Developing autonomy
 - Developing prioritization skills
 - Advocating for self
 - Delaying self-gratification
 - Setting goals
 - Using time management skills
 - Accessing resources
6. Students will demonstrate skills in relationships through interpersonal communication, compromise, teamwork, and collaboration.

Feather River College follows federal and state nondiscrimination laws. Disputes regarding the College's compliance with nondiscrimination policies, EEO, Title IX, and Section 504/ADA should be directed to the Director of Human Resources/EEO.

7. Students will value their education, understand its privilege, and become responsible citizens by:
 - Participating in community service
 - Respecting and questioning authority
 - Expressing themselves creatively
 - Being proactive in learning

ISP Program Sites

Feather River College is proud to serve ISP students in the following locations:

- Avenal State Prison – Avenal
- California Health Care Facility – Stockton
- California Men’s Colony – San Luis Obispo
- California Institute for Women – Corona
- California State Prison, SATF – Corcoran
- Calipatria State Prison - Calipatria
- Centinela State Prison – Imperial
- Central California Women’s Facility- Chowchilla
- CSP Sacramento - Sacramento
- Folsom State Prison- Men’s
- High Desert State Prison – Susanville
- Los Angeles County —Lancaster
- Mule Creek State Prison – Ione
- NSH Napa State Hospital - Napa
- Pelican Bay State Prison – Crescent City
- San Quentin State Prison – San Quentin
- Sierra Conservation Center - Jamestown
- Valley State Prison – Chowchilla
- Custody to Community Transitional Reentry Programs – San Diego, Bakersfield, Stockton

From Day One to Graduation: The Steps to Graduation

- 1. Registration Process:** The following documents must be completed and signed for you to be successfully enrolled:
 - Application for Admission
 - California College Promise Grant, formerly Board of Governors Fee Waiver Application (Fall only)
 - Authorization of Release form (FERPA) (Fall only)
- 2. Student Success and Support:** As a new student you receive this new student orientation packet that will help you understand the program and what is expected of you as a student. Essential information is covered in this packet. You will also receive a Student Education Plan (SEP) showing all of the required courses in your major. An updated SEP is sent to all students at the beginning of each enrolled semester.
- 3. Course Material:** One week prior to the beginning of the semester you will receive the following materials:
 - Course Packet (includes all seven learning modules)
 - Borrowed Textbooks (if required)
 - Seven labeled student envelopes (28 in total for four courses)
 - Assignment cover sheets
 - Lined paper
 - Module Schedule with due dates
 - Office Hour form
- 4. Assignments and Exams:** It is the student's responsibility to turn in a module assignment from each course every two weeks. Students should expect to take a midterm and final closed book/note, timed, proctored exam in most courses.
- 5. End of Semester:** All assignments are due at the end of the fourteen-week semester (see Master Schedule).
- 6. Receipt of Official Transcript:** As part of our program, an official transcript is sent to your education department at the completion of each enrolled semester for the award of milestone credit. If a student wants additional transcripts for use other than milestone credit, there is a \$5 charge for each additional official transcript request. The form for an official transcript request is included in Appendix B.
- 7. Graduation:** The ISP office sends student education plans to the college registrar as notification for graduation.

PROGRAM APPLICATION AND ACCEPTANCE PROCESSES

Contact Information

ISP employs an amazing staff who are committed to students. These staff personally answer all student letters, and will help resolve issues that may arise. All correspondences sent to the ISP Office go through the CDCR education department.

ISP instructors are truly the heart of the program. These faculty are passionate about their disciplines and helping students succeed. Don't be afraid to ask questions! Staff and instructors can be reached by writing to:

The Incarcerated Student Program
Feather River College
570 Golden Eagle Avenue
Quincy, CA 95971

Phone: (530) 283-0202 ext. 264
Email: isp_email@frc.edu

After registration and placement are complete, a student will receive "a course in a box" for each of their courses. These include all the books and course materials needed to successfully complete the course.

Program Acceptance

Program acceptance differs by correctional facility and state of residence. Upon acceptance into the program, ISP staff enroll each student into the classes that the need for the degree path. If a student has credits from another college, that student must have their official transcript sent to Feather River College's Office of Admissions, c/o the ISP program (see contact information above) to have those credits apply. Your academic advisor will likely place you in the transfer level math or English course your first semester or first year. Taking these courses early in the program of study is proven to lead to greater student success.

Registration

An abbreviated student education plan (SEP) may be developed by ISP staff for 1-2 semesters of course work. A comprehensive education plan may be developed once a student has completed at least 12 semester units. The plan communicates the sequence of classes a student should take in order to reach their educational goal.

All on-site coordinators have Add/Drop forms for students who need to drop a course.

If you and any other in-state students would like to enroll in Feather River College's Incarcerated Program, please contact your site's education department.

Pre-Requisites

A pre-requisite is a requirement for prior coursework, knowledge or skill that must be fulfilled by students before they enroll in a course. For example, a student must complete and pass English 101 before they can take English 102. Students who have equivalent experience may enroll in courses for which they do not have the pre-requisite course completed by communicating with ISP staff and providing documentation of required experience or knowledge. ISP staff may consult with the instructor to determine if an override is in the best interest of the student.

In-State Students

FRC's Incarcerated Student Program is only available to California residents in a California correctional facility at one of the partner sites. These applicants must also have a high school or General Equivalency diploma. Please ask someone in the education department at your facility to put you on a waiting list. The Incarcerated Student Program provides all of your books and supplies, at no charge to you, and if you qualify, your tuition is waived through the California College Promise Grant.

California College Promise Grant

The California College Promise Grant (CCPG) is a fee waiver for eligible students to assist with enrollment fees. To receive this assistance, students must complete a Fee Waiver Application and be a California resident or eligible AB 540 student. Students will receive a CCPG application once they are accepted to Feather River College and have completed the assessment process. **Students must re-apply for the grant each academic year.**

Students must meet California College Promise Grant academic standards. All grades will be used to determine CCPG eligibility. Any combination of two primary consecutive terms (fall and spring) of cumulative G.P.A. below 2.0, and/or cumulative course completion less than 50% may result in loss of fee waiver eligibility.

Students will be notified at the end of each term if they are being placed on either academic probation and/or progress probation. The first semester a student is placed on probation, a separate letter will notify the student that they are in danger of losing their CCPG. The notification letter will include the information that a second term of probation will result in loss of fee waiver eligibility. After the second consecutive term on probation, the student may lose eligibility for the fee waiver for the next semester's registration.

If you lose eligibility for the California College Promise Grant, there are a few ways that you can have it reinstated:

- Improving their G.P.A and /or progress completion percentage and regaining good academic standing.
- Completing and submitting a CCPG appeal form subject to approval by the Satisfactory Academic Progress Committee
- Not attending Feather River College for two consecutive primary terms (Fall and Spring semester)

WHAT TO EXPECT ONCE ENROLLED

Once enrolled, you will receive correspondences from FRC ISP Office with more information.

On-Site Prison Coordinators

In addition to working with the ISP Office, students will work closely with the education coordinators at their sites. The California Department of Corrections and Rehabilitation requires all Voluntary Education Program (VEP) instructors and coordinators to be fully credentialed academic teachers. The ISP program communicates and coordinates with these on-site individuals to give students the best possible and most personal college experience possible. The VEP teachers are the contact point for students in their respective facilities, and are key players for the Feather River College Incarcerated Student Program.

Correspondence Program

This correspondence program aligns to those programs offered in other delivery modalities (e.g., in-person, online). All courses, and sections of courses, whether online, on campus, or through correspondence, follow the college's approved course outlines, including topics and student learning outcomes. The only difference is that curriculum and effective and regular contact between students and instructors are conducted exclusively by mail. With the popularity of online courses, one might assume that traditional "paper and pencil" type of correspondence courses have become obsolete. FRC has discovered that correspondence courses have tremendous value. FRC's correspondence courses are developed to serve California's incarcerated students who approach these courses with enthusiasm and motivation.

Academics

ISP students are enrolled in college-level courses with college-level expectations. To maintain good academic standing at Feather River College, a student's cumulative (overall) and current (most recent term) grade point averages (G.P.A.) must be 2.0 ("C") or better. Additionally, a student must successfully complete 50% of the units they attempt.

Academic and Progress Probation

Once a student has completed 12 units, if either the cumulative or current G.P.A. falls below 2.0, the student is on **academic probation**. The student will remain on academic probation until the cumulative and term G.P.A. are 2.0 or above. If, after 12 units, a student's percentage of Withdrawal (W) Incomplete (I), No Credit (NC) and No Pass (NP)'s recorded reaches at least 50% of all grades recorded, the student will be placed on **progress probation**. A student will remain on progress probation until the percentage of W, I, NC and NP grades falls below 50% of all grades recorded.

At the end of the third semester in which a student is on academic probation and /or progress probation, a letter will be sent to the student notifying them that they are subject to dismissal.

***Note: Sometimes students have difficult successfully completing their courses. If this is the case, the ISP Office may reach out and suggest taking a reduced load until the students feels more confident in their coursework.*

Notification

Each student is entitled to be notified of their loss of good academic standing status and the availability of college support services to respond to their academic challenges and difficulties before the student is dismissed. A letter will be sent to the student notifying them that they are on academic probation and/or progress probation. This letter will cover the significance of being on probation and the description of services available. The student must then communicate with ISP staff to develop a plan for improvement.

Extension of Probation

A student who is on academic probation and earns a semester G.P.A. of 2.0 or better will not be dismissed as long as each subsequent semester G.P.A. is 2.0 or better, even if the student's cumulative G.P.A. is less than 2.0.

Dismissal and Readmission

The standards and procedure for dismissal and appeal are described in this section. A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive primary semesters (fall and spring). A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive primary semesters (Fall and Spring) reaches or exceeds fifty percent (50%).

The letter notifying the student that they are subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

The student has the right to appeal a proposed dismissal action if the student feels that the facts exist to warrant an exception to the dismissal action. The student must file the written petition of appeal with the ISP Office who sends this on to the Vice President of Student Services (designee), within 40 working days after the dismissal letter was mailed. If the student fails to file a written petition within the 40 working days, the student is officially dismissed. The student has the option to file a petition of appeal at least 30 working days prior to any future semester in which they intend to enroll.

It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Satisfactory Academic Progress (SAP) Committee. The student will be continued on probation until the SAP Committee decides on the student's appeal.

The decision of the SAP Committee will be communicated to the student in writing by the Vice President of Student Services (or designee), through the ISP Office, within 15 working days of receipt of the student's appeal. The student may appeal the decision of the SAP Committee in writing to the Superintendent/President (or designee) within 10 working days of the date of notification of the decision of the SAP Committee. The decision of the Superintendent/President is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

Academic Renewal

The purpose of academic renewal is to disregard a student's past substandard academic performance when such work is not reflective of their current demonstrated ability. It is based on recognition that due to unusual circumstances or circumstances beyond the student's control, the past substandard work will negatively affect their academic standing and unnecessarily prolong the rate at which they complete their current objectives. If specific conditions are met, Feather River College may disregard the grades earned during a particular period of time from all consideration associated with the computation of a student's cumulative grade point average. This process is limited to no more than 30 units of coursework taken at any college for graduation.

The conditions are:

1. The coursework to be disregarded is substandard. The total G.P.A. of the semester is less than 2.0 units.
2. A minimum of two (2) semesters with at least eighteen (18) units having been completed at Feather River College with a cumulative G.P.A. of 2.0 or better subsequent to the coursework to be disregarded.

Course Repetition

There are restrictions regarding the number of times a student is allowed to repeat a class. Generally, classes may be repeated under the following conditions:

1. The student earned a grade of D+ or lower.
2. Under special circumstances in which a C or better grade was earned.

Courses in which a substandard grade (D, F, W, and NC) was received may be repeated. The new grade will be used in grade point calculation and considerations associated with the awarding of certificates or degrees. However, the previously recorded grade will remain legible on permanent records.

Courses in which a substandard grade was not received may be repeated under special circumstances. Special circumstances include a long lapse between the time the class was first taken and the present or the need to achieve a higher grade to qualify for entrance into a specialized program.

The new grade will be noted on permanent records, but the originally recorded grade will be used to calculate grade point average and in considerations associated with the awarding of certificates or degrees.

Grade Changes

The determination of the student's grade by the instructor shall be final in the absence of a mistake, fraud, bad faith, or incompetence. A student who feels that an instructor has given a grade based on one or more of these conditions, and has evidence to substantiate the claim, may pursue an appeal by writing to the instructor via the ISP Office and enclose their evidence such as corrected homework, homework logs, or tests. Students requesting a grade change must begin the appeal process within one year from the end of the semester in which the course was taken.

Learning Services

When available, on-site tutoring, on-site orientations, disabled student accommodations, may be available to some students.

EOPS

The Feather River College Extended Opportunity Programs and Services (EOPS) is a California state funded program that offers additional financial assistance and special support services to help those students affected by social and economic disadvantages. Program staff are committed to helping justice-involved students gain access to the resources they need to achieve their academic goals. Formerly incarcerated FRC ISP students interested in completing their education goals through FRC may contact the EOPS office to discuss and plan for degree completion- 530-283-0202 x354.

EOPS has a 12-unit per semester requirement, UNLESS registered with the campus Disabled Support Program for Students (DSPS). If you are accessing Supplemental Security Income (SSI) upon exit, please register with DSPS to take less than 12-units per semester: 530-283-0202 x 318.

PROGRAM MATERIALS

One unique aspect of Feather River College is that in most cases, course supplies are provided to students, which is a significant factor for student success. These materials are provided to the student at no cost. Course textbooks are loaned to students each semester, and returned at the completion of the course.

Here are the other materials students can expect during their enrollment.

Student Course Envelopes: Students will become very familiar with the 9 X 12 yellow envelopes that come their way over the semester. These envelopes are marked for each student with their personal information and the course they're enrolled in. Students will receive a set of seven of these envelopes for each course, each semester.

In addition, located inside the first envelope of each set, is an Office Hour form, assignment sheets and lined paper. The assignment sheets go with each module the student completes and is returned to the instructor for grading. The Office Hour form is a way for the student to communicate with their instructor. This form is also found in Appendix A of this document.

Lined Paper: Included inside the first envelope of each set are a few sheets of lined paper for the students to use for course-work. Students may ask coordinators for additional lined paper throughout the semester, but it is handed out on a case-by-case basis.

Blank Paper: This is provided to the Art 116 students to complete course assignments.

Course Packet: The course packet is also in the first envelope, and includes the course syllabus, lecture/supplemental reading material, and homework assignments. It is important for students to thoroughly read the syllabus and course packet. In doing this, students will find the answers to many questions they may have about the course.

Textbooks: As previously stated, FRC is one of the few colleges that provides ISP students with all their course textbooks. Prior to the beginning of a semester, textbooks are shipped to each prison for the students enrolled in courses. These are distributed to students by the coordinator. This exceptional service is only possible if students take great care of the books and return them at the time of the final exam/assignment. Given the cost of textbooks, extra books are not available.

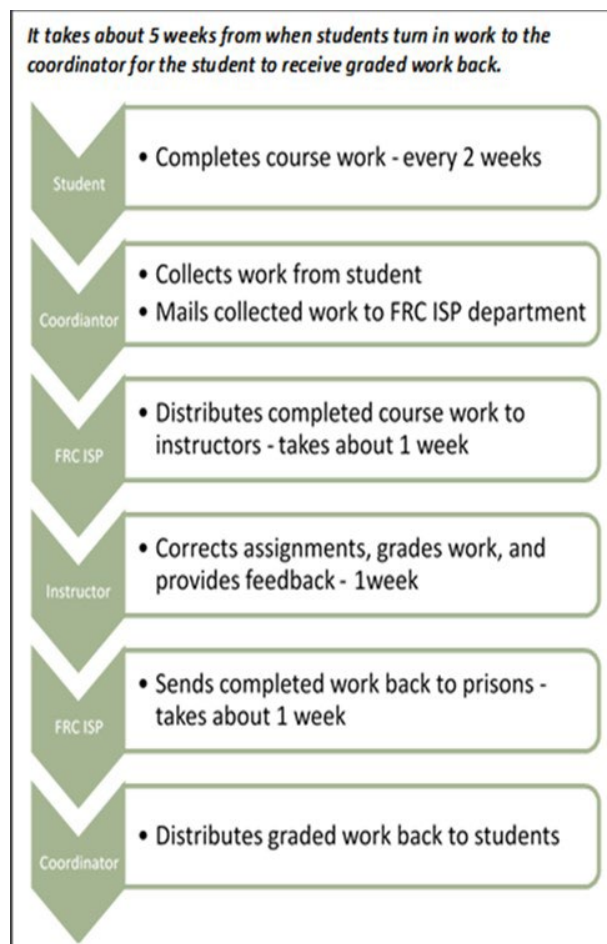
Completing Coursework

Instructors may use a variety of assignments to assess student learning. Some courses include multiple-choice assignments where students may refer to the course material to identify terms, ideas, theories, etc. Written work is expected in all courses, and may include journal writing, reading reflection, essays, or short answers. Students should take the time to answer questions thoroughly and thoughtfully, using their own words and ideas. Course packets include assignments and details on midterm and final exams or assessments. A course may include closed book midterm and final examinations, proctored by an education official at the student's institution. The dates for the semester's midterm and final exams are posted on the Module Schedule received by students. At the time of the exam the student is required to complete a Proctor Agreement form that is to be signed by the student and the proctor. No exam will be accepted without the proctor form connected to the student's examination.

Students use the same method to submit completed assignments regardless of the courses they are enrolled in. The ISP staff mails the materials to the prison sites where the coordinator distributes these to the students.

Students are responsible for turning in a module (assignment) from each course in a timely manner. The on-site coordinator(s) then mail all the homework to the Feather River College ISP Office. When the ISP staff receives the work, track the receipt of the work and mail it to the appropriate instructor. Once the instructor receives the homework, they will correct it, date it, sign it, and send it back to the Feather River College, ISP Office. Students should use the feedback they receive on work to make adjustments and improvements as they continue in the course.

ISP instructors recognize the need for timely response and try to get work returned quickly. It takes approximately one week for the mail to arrive at Feather River College. The instructors have one week to grade and return work back to us. Once the ISP receives the graded homework back from the instructor, the ISP staff processes and mails it back to the on-site coordinator to be returned to the student.



Grade Scale

Evaluation of student achievement is made in relation to the attainment of specific course objectives. At the beginning of each course, the instructor will outline the course objectives and explain the basis upon which grades will be determined.

Grade	Achievement	Grade points per unit
A	Excellent	4.0
A-		3.7
B+	Good	3.3
B+		3.0
B-		2.7
C+	Satisfactory	2.3
C		2.0
D+	Passing*	1.3
D		1.0
F	Failing	0.0
FW	Failing Withdrawal	0.0

*Note: Pursuant to California Education Code 66746, students completing the Associate of Arts for Transfer degree in Sociology are expected to maintain a minimum of **18 semester units in the major with a grade of C** or better while maintaining a minimum overall grade point average (GPA) of at least 2.0 in all CSU transferable coursework.

Grade Point Average

A student's grade point average (GPA) is determined by the following formula:

$$\text{GPA} = \frac{\text{Total GPA Hours}}{\text{Total Points}}$$

GPA is computed on an individual semester basis and on a cumulative basis that includes all work completed at Feather River College. At the time of graduation, grades received for college-level work at other institutions will be calculated and included in an overall GPA.

Phi Theta Kappa Honors Society

Phi Theta Kappa (PTK) is the academic international honor society for community colleges to officially recognize and celebrate academic achievement. To be eligible for PTK a student needs to have completed at least 12 units with a minimum GPA of 3.5. Since 2018, PTK has accepted eligible incarcerated students making it one of the most progressive academic honor societies. The membership fee for incarcerated students is \$60. If an incarcerated student cannot afford the fee, the PTK chapter at FRC helps to fundraise the membership fee for students wishing to join by graduation. There are many benefits to PTK membership including notation of PTK membership on your official diploma and transcripts, a letter for the C-File or the Board of Parole, potential official recognition as a PTK All-California Scholar, ability to compete for PTK Transfer Scholarships, and inclusion in some PTK chapter activities including the annual PTK Honors in Action competition. When a student reaches the requirements to join PTK, they will receive an invitation from the faculty PTK advisor.

EARNING A DEGREE

Associate Degree Requirements

To graduate with an Associate Degree from Feather River College a student must:

1. Complete a minimum of 60 semester units (or greater if required by the major). In order to submit a Degree/Certificate Graduation Application, a student must either: 1) have completed a minimum of 12 semester units at FRC and be enrolled at FRC during the semester the student submits the application, OR 2) have previously completed a minimum of 32 units of associate degree applicable units at FRC.
 - A minimum of 23 semester units of FRC General Education Core courses selected from areas A through F must be completed or completion of either the CSU Breadth Requirements or the IGETC.
 - Students must successfully complete with a “C” or better English 101 (Composition & Reading) and one 4-unit Math course at the level of Intermediate Algebra or higher.
 - Complete all courses required for the major with a “C” or better in each course.
 - A maximum of 12 semester units of Pass/No Pass grades may be applied to the Associate Degree but no Pass/No Pass grades may be applied to courses required for the major except in cases where required courses are only available with a Pass/No Pass option.
 - A maximum of 16 semester units of Cooperative Work Experience (CWEE 102-122), or a maximum of 6 semester units of General Work Experience (CWEE 010) may be applied to the Associate Degree.
 - Students may count a maximum of 6 units of activity courses as electives towards the total number of units required for an associate degree. Students should be aware of transfer limitations on some activity classes. Please work with an academic advisor.
 - Courses numbered in the 001-005 and all noncredit courses may not be applied to the Associate Degree.
 - Students may use up to two (2) courses (not to exceed eight units total) required for their major to also meet General Education requirements.
 - Students completing an associate degree for transfer (AA-T or AS-T) can use as many courses as are permitted by the degree to count toward the general education and major requirements.
 - Students completing a high unit major (24 or more units) can use up to 16 units of coursework as permitted by the degree to be counted towards the general education and major requirements.
2. Maintain a minimum cumulative grade point average (GPA) of 2.0
3. Submit a completed Degree/Certificate Graduation Application to the Admissions & Records Office before the published deadline. Following a review of the student record to determine that all requirements have been met, a letter will be sent to the student by the Admissions & Records Office with important graduation information.

Certificate Requirements

In order to earn a certificate, you must meet the following requirements:

- No more than 50% of certificate's units may be taken at another college.
- Maintain a minimum cumulative grade point average of 2.0 for both Certificates of Achievement and Certificates of Specialization.
- All courses taken toward the completion of a certificate must be taken for a letter grade, except where courses are only available with a Pass/No Pass (P/NP) option.
- Submit a completed Degree/Certificate Graduation Application to the Admissions & Records Office before the published deadline. Following a review of the student record to determine that all requirements have been met, a letter will be sent to the student by the Admissions & Records Office with important graduation information.

CSU General Education Breadth Requirements

Area A – Communication in the English Language and Critical Thinking					9 units
Course	Description	Units	Completed	In Progress	Need
A1 ENGL 119	Interpersonal Communication	3			
A2 ENGL 101	Composition and Reading	3			
A3 ENGL 102	Introduction to Literature	3			
Area B – Physical Universe and its Life Forms					11 units
B1 GEOG 102	Physical Geography	3			
B1 ENVR 142	Introduction to Environmental Science	3			
B1 ENVR 142L	Introduction to Environmental Science Lab	1			
B2 ANTH 120	Physical Anthropology	3			
B3 ANTH 120L	Physical Anthropology Lab	1			
B4 MATH 202	Elementary Statistics	4			
Area C – Arts, Literature, Philosophy, Foreign Languages (at least one course from each: C1, C2)					9 units
Course	Description	Units	Completed	In Progress	Need
C1 ART 100	Art Appreciation or Art 11	3			
C1 ART 116	Drawing I	3			
C2 ENGL 180	Nature Literature in America	3			
C2 ENGL 245	Contemporary Literature	3			
C2 ENGL 277	Introduction to Shakespeare	3			
C2 HIST 110	The United States to 1877	3			
C2 HIST 111	The United States Since 1877	3			
C2 HIST 112	Modern World History	3			
Area D – Social, Political, and Economic Institutions and Behavior (courses in at least 2 disciplines)					9 units
ADMJ 203	Introduction to Multiculturalism	3			
ANTH 100	Introduction to Cultural Anthropology	3			
ECE 153	Child, Family, and Community	3			
SOC 100	Sex, Gender, and Society	3			
HIST 110	The United States Since 1877	3			
HIST 111	The United States Since 1877	3			
HIST 112	Modern World History	3			
POL 101	American Government and Politics	3			
PSY 102	Introduction to Psychology	3			
SOC 100	Sex, Gender, and Society	3			
SOC 102	Introduction to Sociology	3			
SOC 140	Introduction to Race and Ethnicity	3			
SOC 150	Social Trends and Problems	3			
SOC 160	Globalization	3			
Area E – Lifelong Understanding and Self Development					3 units
COLL 100	College Success and Personal Development	3			
PSY 102	Introduction to Psychology	3			
Area F – Ethnic Studies					3 units
SOC 140	Introduction to Race and Ethnicity	3			SOC 140
American Institutions Education Code Requirement (one from each group)					
US1 HIST 110	The United States Since 1877	3			
US2 POL 101	American Government and Politics	3			
US 3	(Satisfies both US 2 and US 3)				

*In addition to general education requirements, all degrees require major core requirements and major elective classes

All courses must be completed with a grade of “C” or better.

ACADEMIC DEGREES



Associate of Arts in Sociology for Transfer

The Sociology Transfer Model Curriculum degree is for students anticipating transfer to a California State University sociology, social work, or comparable degree program.

Sociology is the systematic study of human society and social interactions. Students in this major explore how the interactions between individuals, groups, and the larger society shape and are shaped by social institutions such as the criminal justice system, education, government, economic structures, the media, politics, family, and religion. Using sociological theories and social science research methods, sociology students will examine how socioeconomic status, race, ethnicity, age, gender, sexualities, etc. affect behavior, interactions, and experiences in diverse societies. With these perspectives and approaches, students will critically examine contemporary social issues and problems.

Students seeking a sociology degree will build skills in critical thinking, and effective written and oral communication. This will prepare students for an advanced degree, professional certificates, and for a broad range of career options. A number of careers are open to sociology majors including social service, social work, law, education, counseling, criminal justice, business, research, government, and communication.

Program Student Learning Outcomes

Upon completion of the courses in this program, students will be able to:

1. Analyze the interrelationships of individuals, social groups, social institutions, culture and society.
2. Use social science research methods and major sociological perspectives to analyze social relationships and social issues.

Major Core Requirements

	Units
MATH 202 Elementary Statistics	4
SOC 102 Introduction to Sociology	3
SOC 150 Social Trends & Problems	3
SOC 100 Sex, Gender, and Society	3
POL/SOC/ETHN 140 Introduction to Race and Ethnicity	3

Major Elective Requirements

Select one course from the following:

POL/SOC 160 Globalization	3
ADMJ 112 Introduction to Criminology	3
ANTH 100 Introduction to Cultural Anthropology	3
ECE 153 Child, Family, and Community	3
PSY 102 Introductory Psychology	3

Total Major Requirements	19
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Pursuant to California Education Code 66746, completing the Associate of Arts for Transfer in Sociology requires completion of no more than 60 semester units that are eligible for transfer to the California State University, including both of the following:

- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education - Breadth Requirements.
- A minimum of 18 semester units in the major with a grade of C or better while maintaining a minimum overall grade point average (GPA) of at least 2.0 in all CSU transferable coursework.

Associate of Arts in Liberal Arts: Arts and Humanities

This is a degree designed for students pursuing an area of study in the liberal arts and humanities. The associate of arts degree is geared towards students who do not intend to transfer to the CSU or UC system, or who would like to pursue the breadth of lower-division liberal arts and humanities topics. All these courses are transferrable, though students seeking to transfer to a CSU or UC are strongly advised to complete their Student Education Plan to ensure they complete the specific transfer requirements.

Program Student Learning Outcomes

Upon completion of the courses in this program, students will be able to:

1. Identify, describe, and analyze significant works, people, ideas, and events in their cultural contexts.
2. Effectively communicate an understanding of culture as expressed in arts and letters in global and comparative perspectives.
3. Critically analyze individual belief systems by comparing diverse perspectives and considering cultural and historical complexities.

Core Requirements

Units

Select two courses from the following:

HIST 111 World History to 1500	3
HIST 112 World History Since 1500	3
HUMN 110 Introduction to Humanities I	3

Elective Requirements

ART/HUMN 100 Art Appreciation	3
ART 116 Drawing I	3
ENGL 180 Nature Literature in America	3
ENGL 245 Contemporary Literature	3
ENGL 277 Introduction to Shakespeare	3
HIST 112 World History Since 1500	3
HUMN 110 Introduction to Humanities I	3
HUMN 112 Introduction to Humanities II	3

Total Major Requirements

18

To earn an A.A. Degree in Liberal Arts: Arts and Humanities

1. Complete Major Core Requirements and Major Electives, as outlined.
2. Complete one of the following General Education (GE) patterns: FRC GE, CSU Breadth, or IGETC.
3. Complete electives so that major units, plus GE units, plus elective units total sixty (60) units or higher

Certificate of Specialization in Small Business Management

The Business Program provides a general and practical foundation for a wide range of career opportunities in business. It also provides a course of study that prepares students for transfer to a four-year college or university. The curriculum is designed to help students develop business knowledge and managerial skills beneficial to them and meaningful to employers. The curriculum of introductory courses covers all the major areas in business study.

Program Student Learning Outcomes

Upon completion of the courses in this program, students will be able to:

1. Identify the role of business in society - from the local level to the diverse global economy.
2. Demonstrate analytical and critical thinking skills involved when making business decisions.
3. Apply effective interpersonal communication skills to build professional relationships and participate competently in work teams.
4. Explain the distinct functional areas of business and how they work together to create a sustainable organizational structure.
5. Employ technology as a tool to increase efficiency and productivity.
6. Discuss the importance of ethics and social responsibility in a business context

Certificate Requirements	Units
BUS 130 Small Business Management	3
BUS 102 Financial Accounting	3
BUS 115 Business Law	3
BUS 116 Human Relations in Business	3
BUS 140 Marketing	3
BUS 118 Personal Finance - Investments	3
Total Major Requirements	18

In order to earn a certificate, you must meet the following requirements:

- No more than 50% of certificate's units may be taken at another college.
- Maintain a minimum cumulative grade point average of 2.0 for the Certificate of Specialization.
- All courses taken toward the completion of a certificate must be taken for a letter grade.
- Submit a completed Degree/Certificate Graduation Application to the Admissions and Records Office before the published deadline. Following a review of the student record to determine that all requirements have been met, a letter will be sent to the student by the Admissions and Records Office with important graduation information.

COURSE DESCRIPTIONS



General Education/CORE Class Identification

The transfer requirements satisfied by FRC courses for California four-year universities are indicated under the course title. The IGETC pattern applies to both the California State University (CSU) and University of California systems. The letters in parentheses indicate any General Education (GE) Breadth area also satisfied. Please refer to the CSU and IGETC transfer patterns and work with your ISP staff student education plan (SEP) advisor.

ADMJ 112: INTRODUCTION TO CRIMINOLOGY

3 UNITS, CSU

An introduction into major types of criminal behavior, characteristics of offenders, factors that contribute to crime and delinquency; the criminal justice process; the function of law enforcement, courts, probation, parole and institutions; changes in crime control and treatment processes; the role of society.

ADMJ 203: INTRODUCTION TO MULTICULTURALISM

3 UNITS, CSU(D)

Police and community relations will be covered to include the tension caused by minority concern with equal protection under the law and the police concern with crime control and order maintenance. The history of racism in America as it relates to police and minority relations will be a focus of the course. Diversity will be placed in the context of other disciplines such as anthropology, sociology, political science, and history.

ANTH 100: INTRODUCTION TO CULTURAL ANTHROPOLOGY

3 UNITS, CSU(D), IGETC(4)

This course explores how anthropologists study and compare human culture. Cultural anthropologists seek to understand the broad arc of human experience focusing on: how people around the world make their living; how they organize themselves socially, politically and economically; how they communicate; how they relate to each other through family and kinship ties; what they believe about the world; how they express themselves creatively; how they make distinctions among themselves such as through applying gender, racial and ethnic identity labels; how they have shaped and been shaped by social inequalities such as colonialism; and how they navigate culture change and processes of globalization that affect us all.

ANTH 120: PHYSICAL ANTHROPOLOGY

3 UNITS, CSU(B2), IGETC(5B), UC

This course introduces the concepts, methods of inquiry, and scientific explanations for biological evolution and their application to the human species. Issues and topics will include, but are not limited to, genetics, evolutionary theory, human variation and biocultural adaptations, comparative primate anatomy and behavior, and the fossil evidence for human evolution. The scientific method serves as foundation of the course. The course may include a lab component.

ANTH 120L: PHYSICAL ANTHROPOLOGY LAB

1 LAB UNIT, CSU(B3), IGETC(5C), UC

An introductory lab course where students become familiar with scientific methods in anthropology. In this lab environment, students apply the scientific method with regard to evolutionary theory, biological variation/genetics, the human skeleton and its measurements, comparative osteology of primates and

lithic technology. This laboratory course is offered as a supplement to Physical Anthropology. Successful completion of or concurrent enrollment in Physical Anthropology (ANTH 120).

ART/HUMN 100: ART APPRECIATION

3 UNITS, CSU(C1), IGETC(3A)

This course provides a general introduction to art that offers a look at works of art through the study of theory, terminology, themes, design principles, media, techniques, with an introduction to the visual arts across time and diverse cultures.

ART 116: DRAWING I

3 UNITS, CSU(C1), UC

Introduction to principles, elements, and practices of drawing, employing a wide range of subject matter and drawing media. Focus on perceptually based drawing, observational skills, technical abilities, and creative responses to materials and subject matter.

BUS 102: FINANCIAL ACCOUNTING

3 UNITS, CSU(D), IGETC(4)

This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. This course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and financial analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics.

BUS 115: BUSINESS LAW

3 UNITS, CSU

Fundamental legal principles pertaining to business transactions. Introduction to the legal process. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes.

BUS 116: HUMAN RELATIONS IN BUSINESS

3 UNITS, CSU

Exploration of contemporary behavioral science concepts as applied to human problems in business. Special attention to creative theories in management and motivation as well as ethical behavior. Study of organizational behavior and behavior in organizations.

BUS 118: PERSONAL FINANCE - INVESTMENTS

3 UNITS, CSU

This course introduces the conceptual framework that supports investment decision-making. The student will complete the course with a working knowledge of the structure of the financial markets and the major categories of investment alternatives. The student will learn how to use fundamental and technical analysis for the selection and timing of investment opportunities. Topics include: sources of investment information, risk/return analysis, asset allocation, diversification, measuring investment performance, financial planning, managing your money, protecting yourself with insurance, managing your investments, and dealing with life cycle issues.

BUS 130: SMALL BUSINESS MANAGEMENT

3 UNITS, CSU

This is a course for current and potential owners and managers of small businesses. The course includes analysis of personal qualifications, forms of ownership, sources of information, financing, planning, legal issues, record keeping, advertising, marketing, insurance, promotion, credit, and current aids to successful management.

BUS 140: MARKETING

3 UNITS, CSU

A study of the role and function of marketing in the distribution of goods and services to familiarize students with marketing policies and practices and integration of marketing activities. This course contains global, international and multi-cultural material interspersed throughout the classroom curriculum.

COLL 100: BECOMING A SUCCESSFUL STUDENT

3 UNITS, CSU

This course will help students develop skills to be successful in college, and cultivate college-level survival skills in the areas of academic performance (reading, note-taking, memorization, critical and analytical thinking, time management, studying and test-taking, and computer literacy), educational planning (understanding and following college policies and procedures from admissions through graduation), career exploration/planning (occupational research, personal and lifestyle value assessment, goal setting and learning plans), and life skills (intra- and interpersonal communication, decision-making, health and wellness, money management, and taking care of personal needs such as housing and transportation).

ECE 153: CHILD, FAMILY, AND COMMUNITY

3 UNITS, CSU(D)

This course examines the developing child, birth through adolescence, in multiple societal contexts. Focus is given to the interrelationships between family, school, and community, while emphasizing historical and socio-cultural factors. The course highlights the processes of socialization and identity development, showing the importance of respectful, reciprocal relationships that empower families, including the study of community agencies and resources that support families.

ENGL 101: COMPOSITION AND READING

3 UNITS, CSU(A2), UC, IGETC(1A)

College-level expository writing based on critical reading of influential writers contributing to cultural literacy. Emphasizes the analysis of ideas in oral and written form. Concentration on the essay and the research paper as resources for expression and argumentation. Each student will write between 6,000 and 8,000 words. Prerequisite: ENGL Completion of ENGL 010 with a "C" grade or higher or appropriate assessment test score required for enrollment.

ENGL 102: INTRODUCTION TO LITERATURE

3 UNITS, CSU(A3), UC, IGETC(1B)

Students are introduced to major literary genres of fiction, poetry, and drama. Students learn to read and write analytically and critically about major literary themes taken from a wide variety of writers,

time periods, and cultures. Students build on the writing and expository skills learned in English 101. This is the second course in the composition and reading sequence. Each Student will write 7,000-8,000 words. Completion of ENGL 101 with a “C” grade or higher.

ENGL 103: CRITICAL THINKING

3 UNITS, CSU(A3), UC, IGETC(1B)

This course develops students' critical thinking, reading and writing skills beyond the level achieved in English 101, 102. Special emphasis is put on the use of sound thinking in written communication of ideas based on the logical fundamentals of critical thinking, analysis and argumentation. Readings are oriented toward philosophy and similar areas. This is the third course in the composition and reading sequence. Each student will write 7,000 to 8,000 words. Completion of ENGL 101 with a “C” grade or higher.

ENGL 119: INTERPERSONAL COMMUNICATION

3 UNITS, CSU(A1), UC

A survey of the field of interpersonal communication that includes a review of the theory, research and practice that students can use to improve the quality of their professional and personal, as well as verbal and non-verbal transactions, that occur in relationships.

ENGL 180: NATURE LITERATURE IN AMERICA

3 UNITS, CSU(C2), IGETC(3B)

A survey of American literature that will investigate how our emotions, aesthetics, personal and social consciousness, and even our very orientation in the world, have always been inseparably tied to our experience of nature. Students will discover how American writers have portrayed the natural world.

ENGL 245: CONTEMPORARY LITERATURE

3 UNITS, CSU(C2), UC, IGETC(3B)

An intensive examination of literature from the English-speaking world, 1945 to present. Students will consider different national perspectives and cultures, as well as the major trends of contemporary literature.

ENGL 277: INTRODUCTION TO SHAKESPEARE

3 UNITS, CSU(C2), IGETC(3B)

Acquaints students with dramatic structure, poetry and central themes of Shakespeare’s work. Plays selected to represent range and development of his art. Emphasis on close text analysis, critical viewing of videotaped plays, and thematic interpretation. Includes introduction to Shakespearean criticism.

ENVR 142: INTRODUCTION TO ENVIRONMENTAL SCIENCE

3 UNITS, CSU(B1), IGETC(5A)

This course is an introduction to environmental issues from a scientific perspective, focusing on physical, chemical, and biological processes within the Earth's system, the interaction between humans and these processes, and the role of science in finding sustainable solutions to pressing environmental issues. Topics include ecological principles, biodiversity, climate change, sustainability, renewable and non-renewable energy, water resources, air and water pollution, and solid waste management.

GEOG 102: PHYSICAL GEOGRAPHY

3 UNITS, CSU(B1, B3), IGETC(5A, 5C)

This course is a spatial study of the Earth's dynamic physical systems and processes. Topics include: Earth-sun geometry, weather, climate, water, landforms, geology, soil, and the biosphere. Emphasis is on the interrelationships among environmental and human systems and processes and their resulting patterns and distributions

HIST 110: THE UNITED STATES SINCE 1877

3 UNITS, CSU(C2, D), UC, IGETC(3B, 4)

A survey of the U.S. from Reconstruction through industrialization, overseas expansion, the Progressive Era, the Great Depression, the World Wars, the Cold War, and America's role in the contemporary world. Emphasis is placed on the evolution of the nation's political and economic institutions, as well as social, cultural, technological, and foreign policy history.

HIST 111: WORLD HISTORY TO 1500

3 UNITS, CSU(C2, D) UC, IGETC(3B, 4)

This course surveys world history from the Paleolithic period to the end of the 15th century CE with a particular focus on the interactions between nations and civilizations. Students in this course examine the political, economic, religious, and social structures that shaped civilizations in Mesopotamia, Europe, East and South Asia, Africa, and the Americas, and how they evolved over time and continue to shape our world.

HIST 112: WORLD HISTORY SINCE 1500

3 UNITS, CSU(C2, D) UC, IGETC(3B, 4)

This course will survey world history from the beginning of the 15th century CE to the present with a particular focus on the interactions between nations and civilizations. The course will examine the political, economic, religious, and social structures that shaped civilizations in Mesopotamia, Europe, East and South Asia, Africa, and the Americas, and how they evolved over time and continue to shape our world.

HUMN 110: INTRODUCTION TO HUMANITIES I

3 UNITS, CSU(C2), UC, IGETC(3B)

An introduction to Western culture from 3000 BCE to 1500 CE through the lenses of literature, religion, philosophy, politics, architecture, music, and art. Students will gain a deeper understanding of present-day culture through lectures, readings, research and analysis of the arts and literature of the times from the Bronze Age through the Classical Period and the Middle Ages to the Renaissance.

HUMN 112: INTRODUCTION TO HUMANITIES II

3 UNITS, CSU(C2), UC, IGETC(3B)

An introduction to Western civilization from 1400 CE to the present. Through lecture, research and examples of the fine arts of the times, students will learn of Western civilization's changing culture from the Renaissance to the present, thus enabling the student to better understand their own present-day culture.

MATH 114: FINITE MATH

4 UNITS, CSU(B4), UC, IGETC(2A)

This course covers a range of mathematical tools and applications commonly used in business, social sciences, and life sciences. Topics may include linear functions, systems of linear equations and inequalities, linear programming, matrices, mathematics of finance, sets and Venn diagrams, logic, combinatorial techniques, and an introduction to probability.

MATH 202: ELEMENTARY STATISTICS

4 UNITS, CSU(B4), UC, IGETC(2A)

The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making processes. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education.

POL 101: AMERICAN GOVERNMENT AND POLITICS

3 UNITS, CSU(D), UC, IGETC(4)

This course is an introduction to national and California state government and politics, including their constitutions, political institutions and processes, and political actors. Topics examined include the constitutional foundations, the institutions and structures of government, individual liberties and rights, and the politics in government including the role of interest groups, political parties, the function of campaigns and elections, and policy-making. Throughout the course, students will consider important issues facing democracy in the United States.

PSY 102: INTRODUCTION TO PSYCHOLOGY

3 UNITS, CSU(D, E), UC, IGETC(4)

Psychology is the scientific study of behavior and mental processes. In this course, students explore major psychological theories and concepts, methods, and research findings in psychology. The course covers topics including the biological bases of behavior, perception, cognition and consciousness, learning, memory, emotion, motivation, development, personality, social psychology, psychological disorders and therapeutic approaches, and applied psychology

SOC 100: SEX, GENDER, AND SOCIETY

3 UNITS CSU(D) UC, IGETC(4D, 4)

This course introduces students to a sociological analysis of the social construction of gender, masculinity, and femininity historically and cross-culturally. Students will be introduced to approaches, methods, theories, and feminist perspectives to analyze a range of social issues affecting individuals of diverse backgrounds. The course focuses on how gender intersects with race, class, sexuality, dis/ability, age, religion, and other systems of difference to shape individual and group experiences in society.

SOC 102: INTRODUCTION TO SOCIOLOGY

3 UNITS, CSU(D), UC, IGETC(4)

This course is an introduction to sociological concepts, perspectives, theories, and research methods. Students will study the individual's relationship with society by analyzing socialization and the self,

group dynamics, social stratification, diversity, social change, and social institutions in various cultural contexts.

SOC/POL/ETHN 140: INTRODUCTION TO RACE AND ETHNICITY

3 UNITS, CSU(D, F), UC, IGETC(4)

This course is an introduction to sociological and political approaches to race, and ethnicity, and an examination of the cultural, political, and economic practices and institutions that support or challenge racism and inequality. This course explores the historical and contemporary interactions between various racial and ethnic groups, as well as struggles for rights, equality, and equity by using a range of various perspectives and theories. This examination and analysis of power includes using anti-racist approaches to understanding ongoing issues of discrimination and prejudice in order to create a more equitable society.

SOC 150: SOCIAL TRENDS AND PROBLEMS

3 UNITS, CSU(D), UC

This course examines contemporary social trends and problems in U.S. institutions, including: (1) the role of power and ideology in the definition of social problems, (2) their causes and consequences, (3) evaluations of proposed solutions, and (4) methods of intervention. Topics include crime, delinquency and violence, social inequality, family, race relations, education, environmental degradation, drugs and alcohol, and health care, among others.

SOC/POL 160: GLOBALIZATION

3 UNITS, CSU(D), UC, IGETC(4)

Students in this course learn about what makes the world so interconnected. This includes historical, political, economic, and cultural processes and structures. Understanding this fascinating web of global connections starts with history and how we arrived at today's global economy. In the 21st century globalization goes beyond the political economy and includes environmental issues, human rights, and approaches to development.

FREQUENTLY ASKED QUESTIONS

Q: When I have an issue, how do I address it?

A: The first step in addressing an issue is going to your coordinator and discussing the matter with them. If you feel that the problem hasn't been resolved, please send a letter to our office with your name, your FRC ID, prison, and issue. We will personally work on trying to resolve the issue and get back to you as soon as possible.

Q: I have transcripts from another college, where do I send them?

A: Please send them to:

Incarcerated Student Program
Feather River College
Attention: Cydney Piper
570 Golden Eagle Ave
Quincy, CA 95971

After you have sent a transcript request to your other college, please write a letter to the ISP Office to confirm that we have received them.

Q: How do I drop a class?

A: Contact your on-site coordinator and request a drop slip. Once you fill this out and it is mailed back to the ISP Office, you will be dropped from the course. Please note, if you drop halfway through the semester, you may receive a W in the course. It is important to drop early. If you fail to withdraw and do not complete the course you may receive an FW.

Q: The syllabus references certain pages for assignments in my textbook but the assigned readings are not on those pages. What do I do?

A: Most textbooks have an index where you can look up the name of the assignment that the teacher wishes you to read and find the correct pages. If you continue to struggle to find the required sections, please take the matter to your coordinator. They will call/email the ISP Office to find out what the students are supposed to do.

Q: I need extra resources to complete my assignments.

A: There are times that you may need extra resources to complete your assignments. We encourage you to use the library at your prison to find this information. However, if you're still in need of extra resources please write to your instructor who then can email the office with extra resources for you. We will then get it to you ASAP.

Q: What happens if I am transferred in the middle of the semester?

A: The moment you know you will be transferring, contact your coordinator and have them let the ISP Office know where you're going. If we have a coordinator at the site, you are transferring to we will let them know you're coming. We have contacts at 28 prisons. It is your responsibility to make contact with your new coordinator once you arrive.

Q: I am not getting homework back. How do I address this issue?

A: The first step is to contact your coordinator and let them know what issue you're having. If you're still having issues, please fill out an Office Hour form (Appendix A) and put it in an envelope, attention ISP Office. Do not send it straight to your instructor. These are mailed to the ISP Office who distributes a copy to the ISP Director, the VP of Instruction, Assistant Dean of Instruction, and your instructor. The Triplicate Complaint form should only be used after you have exhausted the avenues mentioned above.

Q: What if I think my teacher didn't grade my homework?

A: Sometimes mail gets bounced back without getting a grade on the homework. Please return this back to your coordinator so they can put a note on it stating that it wasn't graded. Once we receive it, we will get it back to the instructor for grading.

Q: Can I request a progress report?

A: You will receive a Midterm Progress Report from your instructor after they have graded your midterm exam. If you need to know your academic progress, use the Office Hour form to ask your instructor how you are progressing in the course.

Q: Are there any exceptions to the closed book policy for midterms and finals?

A: With the exception of math, if the instructor has indicated that the exams are to be closed book/note, then there are no exceptions. The course syllabus, assignment descriptions, and course policies are your guide. Please check your syllabus for the materials that are allowed for your particular math class.

Q: How do I know what my final grades are?

A: Once grades are posted, we print out official transcripts. These are sent to your coordinator and a copy is distributed to you.

Q: Yikes! The grade I got on my transcripts doesn't sound right. What do I do now?

A: You first need to send a correspondence to the ISP Office or ask your coordinator to contact our staff who will contact your instructor to determine if the grade issue is not the result of a record delay. If the instructor determines that there are missing assignments, he or she will ask the ISP Office to contact you for copies of the work that does not appear on his or her grade sheet. The coordinator will make copies of the missing assignments for you so that you can keep your originals. Place copies of the missing work into a single envelope and on the front upper left corner, put your name, CDC number, site, and FRC

number. Also, write the course name, semester and resubmit on the front. Inside, include an Office Hour form to the instructor on record explaining your concern. Your coordinator will then send this to the ISP office.

Q: I requested a grade change. What is next?

A: Once you request a grade change, our office will begin working with the instructor to resolve the issue. It normally takes a month to complete this process, so be patient. After a month has passed, you may drop a letter in the mail to the office to bring the matter back to our attention, as we may have missed getting you an upgraded grade sheet. We do not send out new transcripts. Instead, we will send you an updated grade print-out or an email highlighting the changes that you can show your coordinator in order to receive your milestones.

Q: When I receive graded homework back, what should I do with it?

A: First and foremost, DO NOT THROW IT AWAY! Please hold onto it until you receive your final grades and are satisfied with them. We understand that you may not have that much room for extra stuff, but we are human and mistakes happen. You may have to resubmit your work back to your instructor if you feel that the final grade is incorrect.

Q: Why doesn't the Small Business Management Certificate of Specialization show up on my transcript?

A: The certificate of specialization will not print on your transcript but don't worry, your courses and grades are listed, and you will receive a printed certificate separately from the ISP Office upon completion. This certificate serves as documentation of your accomplishment.

Q: What happens when I parole?

A: Don't worry, we are still here to support you and your goals of achieving your college degree. If you get out mid-semester, contact the ISP Office right away and we will get materials out to you so that you can finish the semester. We will not drop you! You are responsible for finding a proctor that will administer your exams and for providing his or her information to us. Once you have finished the semester, we will answer any questions you have and get you the information you need to enroll online with FRC or at another college.

Q: If I parole close to my graduation date, can I walk at Feather River College?

A: Yes. Once you parole, please call the ISP Office and let them know that you wish to come to Quincy, CA and walk with the students on campus. You will be responsible for paying for your tassels, cap, and gown. We may have a gown at the office to loan you, but it isn't a guarantee.

Q: What if I need to send an official transcript to a third party?

Contact your on-site coordinator and request a **transcript order form**. Our admissions and records department count the end of semester transcripts that are sent, towards the two (2) free allowable official transcript requests. Therefore, an additional request for official transcripts to be sent may include the \$5.00 fee for processing. See Appendix B.

Q: What if I need a specific course?

Courses are selected three-four months prior to the beginning of the semester. If you know you need a specific course a note can be added to your application or an Office Hour form sent to the ISP office. There is no guarantee, but we will do our best to enroll you as soon as the course is available.

Q: My Student Education Plan (SEP) does not list my courses from other colleges. Should I be concerned?

If you have completed courses elsewhere and have sent transcripts to ISP, courses that apply to the degree you have chosen will be listed. If you feel there is an error on the SEP, write to the ISP office with the course you are looking for and it will be re-evaluated.

Q: I have not requested any transcripts, where did my two (2) free transcripts go?

As part of our program we send an office transcript at the end of each enrolled semester for the calculation of milestone credits. Our admissions and records department count these office transcripts that are sent out towards the two (2) free; therefore, an additional requests for official transcripts to be sent may require a fee to be process



Office Hour Form

570 Golden Eagle Ave. Quincy, CA 95971
(530)283-0202 ext. 264 * isp_email@frc.edu *
<https://www.frc.edu/isp>

Last Name: _____ First Name: _____ MI: _____

CDC Number: _____ Prison: _____ Yard: _____

Feather River College Student ID Number: _____

Instructor Name: _____ Course: _____

Student Questions or Comments:

Student Signature: _____ **Date:** _____

Instructor Response:

Instructor Signature: _____ **Date:** _____

**ADMISSIONS & RECORDS OFFICE**

570 Golden Eagle Ave., Quincy, CA
95971 (530) 283-0202 – Fax (530) 283-9961

Official Transcript Request Form

Please print and complete a separate form when requesting transcripts to send to different locations.

ALL INFORMATION IS REQUIRED

FRC ID # or SS # _____		Date of Birth _____	
Name _____			
Last	First	Initial	Maiden /Other Name
Address _____		Phone (____) _____ - _____	
Street/PO Box	City	State	Zip
Address will be updated in the system unless this box is checked: <input type="checkbox"/> Do not update address			
Signature _____		Date _____	
<i>By typing your name here, you are signing this form electronically. You agree your electronic signature is the legal equivalent of your written signature on this form.</i>			

<input type="checkbox"/> Send transcript now (will not include grades for current semester) <input type="checkbox"/> Send transcript at the end of <input type="checkbox"/> Spring <input type="checkbox"/> Fall <input type="checkbox"/> Summer _____ with final grades. <input type="checkbox"/> Hold transcript until degree or certificate is posted for <input type="checkbox"/> Spring _____ <input type="checkbox"/> Fall _____ <input type="checkbox"/> Summer _____	
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of Copies:

☐ Send to above address

Send Transcript(s) to: Name/School: _____

of Copies:

 Department/Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Special instructions: _____

TRANSCRIPT FEES:

* Official transcripts are \$5.00 each.

* RUSH transcripts (2-3 day priority mail) **additional** \$10.00 each for a total of \$15.00 per RUSH transcript Request must be accompanied by payment

Make checks payable to Feather River College or provide Visa/MasterCard information.

VISA/MC NUMBER _____ EXPIRATION DATE _____

NAME ON CARD _____ SECURITY CODE _____

RECORDS OFFICE USE ONLY: Processed by _____ Fee \$ _____ Date _____
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