



**TO:** Chief Executive Officers  
Chief Business Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Academic Senate Presidents

**FROM:** Advisory Committee for Currently and Formerly Incarcerated Students

**RE:** **Guidance for Colleges Teaching Incarcerated Students in State Prisons**

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This memorandum is on behalf of the Advisory Committee for Currently and Formerly Incarcerated students and is to provide guidance concerning program and course offerings to colleges teaching students that are currently incarcerated in state prisons. The purpose of the Advisory Committee is to provide technical assistance and guidance to the community college system in order to continue the efforts of building a strong foundation for student success. Included in this guidance is the expectation that colleges support the Guided pathways Initiative and the Chancellor's Office Vision for Success, specifically around closing the equity gap.

In order to support these initiatives the Advisory Committee is suggesting that the colleges providing services to our students in one of the 35 state prisons, to the best of their ability, focus on Associate Degrees for Transfer (ADT) in the three areas of Communications, Sociology and Psychology. In addition, the Advisory Committee is asking colleges to concentrate efforts on the golden four (oral communications, written communications, critical thinking, and mathematics/quantitative reasoning) requirements for entry into the California State University system.

The request does not prevent colleges from offering any additional degrees or courses. The reason for the request is that the provision of a few similar degrees and courses allows our students to be more successful by addressing two specific issues that many students face. One is the issue around the inability of many of our students to finish programs they initially begin due to transfer to another correctional facility. By having similar degrees and courses, the students will have the ability to continue and finish their degree/program with little interruption. Additionally, by concentrating on ADTs and the golden four, once the student is released they are prepared to continue their education at any community college and/or transfer into the California State University system.

If you have questions, please contact Dean Raul Arambula via email at [rarambula@cccco.edu](mailto:rarambula@cccco.edu).

cc: Alice Perez, Vice Chancellor, Educational Services & Support