



Policy for Transition from APEP to Main Campus

I. SCOPE

This policy is for former Augustana Prison Education Program (APEP) students who have been released from prison and want to continue their enrollment on the Augustana College Rock Island main campus.

II. STATEMENT

When students apply and are accepted to APEP, they are applying and being accepted to Augustana College. After release from prison, they can choose to apply to any college, or they can choose to continue their studies at Augustana College, Rock Island.

III. PURPOSE

This policy provides guidelines for APEP students to continue their studies on Augustana's main campus post-release.

IV. PROCEDURES

Post-release, students may be approved to continue their education at Augustana's main campus after establishing readiness by having secured commuter-based housing, provided evidence of (re)established healthcare that meets the student insurance requirements as outlined [here](#), and successfully completed the full semester (14 week) 1 cr. college success virtual course with a C or higher. Commuter-based housing must be maintained throughout enrollment at Augustana College.

Augustana does not enroll students directly from prison to the College. Former APEP students in good academic standing who have established readiness per above can apply to enroll on the main campus after release. Former APEP students on academic probation and/or taking time off from school will follow the same guidelines as main campus students to request to re-enroll in Augustana. Further details are outlined below.

Post-release, APEP students who have a) been enrolled at APEP/Augustana within the previous three years, and b) are in good academic standing with the College should:

1. Inform via email the APEP Executive Director (ED) and the Dean of Students of their desire to continue their Augustana education on the main campus and their readiness to enroll in the 1-credit virtual course in the next full semester (meeting weekly Fall or Spring only);
2. The Dean of Students Office will initiate the process for the student to be re-enrolled. The APEP ED becomes the advisor and registers the student for the course (1 cr.), taught by the ED; default 0 load for instructor and at no charge to the student.

3. After successfully completing the course, the ED becomes the permanent secondary advisor and the student officially may enroll full-time in good standing. The ED will work with appropriate departments to assign the major advisor and register for classes. APEP staff will serve as unofficial mentors for the student as they navigate the transition.

APEP students who have a) been enrolled at APEP in the past three years, and b) are not in good academic standing with the College should:

1. Email the Augustana Dean of Students explaining the circumstances around their poor academic performance, providing evidence of established housing and healthcare supports, and identifying a concrete and actionable plan for attainable improvement and sustained academic success. Copy the APEP Executive Director.
2. Attach two letters of recommendation: One must be from an APEP faculty member.
3. The Dean of Students office will review the request and notify the APEP Executive Director of the decision. The decision to approve an appeal regarding the current standing will consider the provided email letter, letters of recommendation, and the student's entire educational record.
4. The Dean of Students will email the student informing them of the decision and copy the Executive Director. In successful cases, the Dean of Students office will initiate the re-enrollment process. The APEP Office will initiate the onboarding process for the student to take the virtual course.
5. After the successful completion of College Success, the ED will be the permanent secondary advisor and will work with faculty in the intended major to assist students in course registration. APEP staff will serve as unofficial mentors for the student as they navigate the transition.

Former APEP students who have not been enrolled with the College in the past three years:

1. Submit a reinstatement request to the Dean of Students. If the student was on academic probation in the most recent two semesters enrolled with APEP, along with the reinstatement form and evidence of established housing and healthcare supports, they must submit one of the following:
 - a. A transcript with at least 12 credits with at least a 1.7 gpa from another institution earned since their last semester with APEP, or
 - b. A letter from an employer where a student has been employed for at least a year since their last enrollment with APEP attesting to the performance of the employee.
2. The Dean of Students will email the student informing them of the decision and, where approval was granted, the Dean of Students Office will re-enroll the student. The Executive Director will serve as a permanent secondary advisor and will register the student for the virtual course..
3. After the successful completion of the course, the ED will work with faculty in the intended major to assist students in attaining a major advisor and register for classes. APEP staff will serve as unofficial mentors for the students as they navigate the transition-

V. RESPONSIBLE OFFICE

For more information or if you have questions about this policy, please contact the Office of Academic Affairs at academicaffairs@augustana.edu

VI. HISTORY

This policy is effective as of September 11, 2024.