

COLLEGE ADMISSION

POLICY

Ridgewater College (hereinafter “the College”) follows an open-door admission policy per Minnesota State Board Policy 3.4 , Minnesota State Procedure 3.41 - Undergraduate Admissions, Post Secondary Enrollment Options (PSEO) Program 3.5 and Post Secondary Enrollment Options (PSEO) Program 3.5.1.

To be considered for admission to Ridgewater College, an applicant must submit an application for admission through the universal application or programs such as the Minnesota Office of Higher Education’s Direct Admissions, and be accepted by providing any required materials such as high school transcripts, college/university transcripts, GED certificate, or standard adult diploma, or completing the Accuplacer as part of Ability to Benefit.

All applicants must provide documentation of Secondary Education Completion or Ability to Benefit.

Colleges shall accept applicants who demonstrate completion of secondary education through one of the following: a high school diploma, a standard adult diploma, or an equivalent high school diploma, such as a General Education Development (GED) certificate.

Ability to Benefit (ATB): If seeking admission to the college for the purpose of pursuing an eligible career pathway program applicants must meet the following:

- Must be 17 or older. If the applicant is 17-18, they must be formally released from high school before enrolling.
- Do not have a high school diploma, adult standard diploma, or GED,
- Have the federally mandated ATB test, ACCUPLACER, scores of:
 - Reading Comprehension – 233
 - Writing – 235, and
 - Arithmetic – 230

If an individual is admitted to the college and into an eligible career pathways program through this process, they must be informed in writing that they may apply and possibly qualify for federal financial aid.

Admission to the college does not automatically qualify a student for all courses and curricula of the college; some course offerings have special prerequisites and requirements. A college admissions advisor will help prospective students with the process.

History:

03.15.04 Adopted

08.07.07 Revised

02.17.11 Revised

05.11.12 Revised (Federal “Ability to Benefit” language removed to comply with Minnesota State Board policy.)

01.28.14 Revised

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45 *11.25.2020 Proposed – Reviewed and Revised for Equity Compliance*
46 *05.10.2021 Revised*
47 *08.24.2021 Proposed; 08.15.2026 Revised*
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PROCEDURES**Appeals**

Applicants who are denied acceptance have the right to appeal directly to the Director responsible for supervising Admissions.

International Students

1. Complete international student application; and copies of high school transcripts or its equivalent.
2. Satisfy the English proficiency requirements through one of the following:
 - TOEFL score of 520 (paper-based), 173 (computer-based), or 61 (internet-based)
 - Complete ELS level 109.
 - Successfully complete the equivalent of one semester of freshman English with a “C” or better at an accredited United States college or university.
3. Provide two letters of recommendation from people who will endorse the student as someone who would benefit from a college experience. Examples are former teachers, friends, and public officials.
4. Submit detailed financial information, including certified verification of funds available to cover one year of academic and personal expenses. See application packet for current amount required. This amount must have been in existence for six months.
5. Provide written proof of immunization against Measles, Rubella, Mumps, Diphtheria and Tetanus. Tetanus must be within the last ten (10) years.
6. International students who have attended any non-U.S. colleges or universities may have transfer credit that will apply to specific requirements of their program of enrollment at the College. These students should provide an original transcript and an English translation (if applicable) for each institution to the College Admissions Office. Additionally, they should submit these documents for a Catalog Match Evaluation to Education Credential Evaluators, Inc. (ECE) in Milwaukee, Wisconsin, directing one copy to be sent to the Ridgewater College Transcript Evaluator.
7. All international students and visiting scholars engaged in educational activities are required to purchase the Minnesota State Colleges and Universities International Student Accident and Illness insurance plan, unless they can provide written verification that their government or sponsoring agency accepts full responsibility for any medical claims that might occur. Annual payment will be required.

Post-Secondary Enrollment Options (PSEO) Students: 11th and 12th Grade

The College adheres to Minnesota State Board Policy 3.5 and Minnesota State System Procedure 3.5.1 – Post-Secondary Enrollment Options (PSEO) Program.

Liberal Arts and Sciences Student Application Criteria: Students applying for Liberal Arts and Sciences coursework must rank in the top one-half or 50th percentile of their high school class as a senior or have a

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2.6 cumulative GPA. Juniors must rank in the top one-third or 67th percentile of their high school class or have a 3.0 cumulative GPA.

Course placement will be determined by the New Student Assessment Testing or other available assessment criteria (see Test Center Policy and Procedures). Students must demonstrate readiness for college-level coursework to be eligible to enroll.

Technical Student Application Criteria: Students applying for technical course work will be required to demonstrate that they have the ability to successfully complete college coursework at a C level or higher. The following criteria will be reviewed before an admission decision is determined: high school coursework, GPA, class rank, and the New Student Assessment Testing or other assessment criteria. Students applying for technical course work who meet admission requirements will be accepted after October 1st for Spring Semester and February 1st for Fall Semester on a space available basis.

Post-Secondary Enrollment Options (PSEO) Students: 10th Grade

The College adheres to Minnesota State Board Policy 3.5 and Minnesota State System Procedure 3.5.1 – Post-Secondary Enrollment Options (PSEO) Program.

Career and Technical Education Criteria: A student who is enrolled in 10th grade in a district, has attained a passing reading score on the 8th grade Minnesota Comprehensive Assessment in reading, and meets any other course prerequisites or course enrollment standards established by the college, including but not limited to assessment test scores, program admission, or other requirements, may enroll in one (1) career or technical education course at the College.

If the student received a grade of C or better in the course, the student shall be allowed to take additional career or technical education courses in subsequent terms.

A student who first enrolls under this provision while in 10th grade and wishes to enroll in general education courses as an 11th or 12th grade student must take the New Student Assessment Testing or other available assessment criteria and achieve the required scores prior to enrollment.

Additional Items Relative to Post-Secondary Options (PSEO) Students

PSEO students are able to add a class through the 5th day of the semester. State Statute allows them to drop a class through the 10th day of the semester.

Students who seek a change of program from technical to liberal arts and sciences, or the reverse, must meet the criteria [stated above] at the time the request is made.

Students with disabilities are eligible to participate in PSEO if they meet admission requirements. The College must inform the students of support services available; if the student's IEP or 504 plan specifies general education support and accommodations, the college must provide them, and the post-secondary institution and the district shall negotiate on the rate to be charged for these services. The student's case manager should work with the College if any accommodations or adaptations are needed for the student.

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An applicant who is denied acceptance has the right to appeal the decision to the Director overseeing admissions. Space available shall not be subject to the appeal process.

Not all courses are covered as part of the PSEO program. The College has identified courses that are not eligible for payment through the PSEO program, and students are responsible for the tuition and fees associated with those courses should they choose to enroll in them. Additionally, the College has identified courses that PSEO students are unable to register for due to financial, safety, or legal concerns. The College will maintain a list of these courses, and they will be published on the website.

New Students

If a student has completed 12 or more college-level credits successfully at a college (regardless of if they are currently a high school/PSEO student), the College will waive the high school transcript requirement.

Returning/Re-Admit Students

Students applying for re-admission shall meet the Admission Policy requirements in place at the time of reapplication. If an original file doesn't exist, returning students may be asked to submit application materials.

Visiting Students**Registration as Visiting Student – Admitted to another Minnesota State College or University**

The College allows students who are currently admitted at another system college or university to enroll as a visiting student. A visiting student shall not be required to submit an application for admission to the College, and is not a candidate for a degree, diploma, or certificate at the College. A visiting student may enroll for a maximum of 8 credits per semester at the College, provided that the student's total number of enrolled credits at all system colleges and universities shall not exceed 22 in any semester per Minnesota State policy. Financial Aid is not available to visiting students but may be available at the college or university at which the student is accepted.

Registration as Visiting Student – Not Admitted to another Minnesota State College or University

The College allows students who are not currently admitted as a student at any system college or university to enroll for a maximum of 8 credits per semester at the College without submitting an application for admission. A visiting student is not a candidate for a degree, diploma, or certificate at the College. A visiting student is not eligible to receive financial aid.

Visiting Student Provisions

- Visiting students shall satisfy the College course prerequisites.
- Visiting students who have an enrollment hold due to conduct or satisfactory academic progress must submit an appeal following the Ridgewater College Satisfactory Academic Progress Policy.
- Students who have an enrollment hold from another system college or university due to outstanding financial obligations will be denied enrollment at the College.
- Visiting Student registration window will be published online at www.ridgewater.edu.
- The College may limit enrollment of visiting students in high demand courses.

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Students Returning from Suspension

Students wishing to seek reinstatement following a term of suspension from the College or any other Minnesota State institution must follow the appeals procedure outlined in the College's Satisfactory Academic Progress Policy and Procedures.

Transfer Students

Students transferring to the College should have an official transcript sent from each institution to the Admissions Office of the campus of the College at which they are enrolling. (the College is able to retrieve transcripts for students who have attended other Minnesota State institutions through the e-transcript system at no cost to the student once the student is accepted to the College.) Transcripts will be evaluated for specific course equivalents and transferable elective credit so students can be appropriately advised on course enrollment and receive transfer credit for priority registration.

Students who have a financial hold at another Minnesota State institution will not be allowed to register for any courses at the College (or any other system institution) until the financial hold has been resolved and removed.

Students who are currently suspended or have been expelled from another college or university for disciplinary reasons shall be given the opportunity to appeal the suspension as long as it is before the suspension appeal deadline. They should contact a college counselor for information and assistance on submitting an appeal.

Use of Agents and Statement on Recruitment Strategies

The College does not partner with agents or other private organizations to represent the college for the purpose of recruiting or enrolling students. Only appointed employees and/or student ambassadors are authorized to officially represent the college in recruiting and enrolling students through direct contact with the applicant, the applicant's parents/legal guardians, spouse or school-appointed counselors. The college does not allow or condone high-pressure recruitment strategies nor provide compensation by commissions, bonuses, or other incentive payments based on the number of students referred, recruited, admitted, or enrolled, including recruitment of military service members.

Validation of High School Diplomas

College admissions office staff identify unusual diplomas when submitted with application materials and refer investigation to the Director who, through resources available, seeks to validate that applicants come from accredited high schools.

Veterans

Because certain veterans and their children may be eligible for benefits under the GI Bill and other laws, all veterans, war orphans, and children of disabled veterans must notify the VA Certifying Official of their status at the time of their application if they wish to qualify.

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Veterans are eligible to receive transfer credit for military course completions based on American Council on Education (ACE) guidelines. Veterans should have an official transcript sent from their branch of the service to the the College Admissions Office on their campus of enrollment.

History:

03.15.04 Adopted; 08.07.07 Revised

12.11.08 Revised

11.20.09 Revised

02.17.11 Revised

05.11.12 Revised (Federal "Ability to Benefit" language removed to comply with Minnesota State Board policy.)

10.19.12 Revised

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