

COLLEGE ADMISSION

POLICY

Ridgewater College follows an open door admission policy per MnSCU Board Policy 3.4 , MnSCU Procedure 3.41 - Undergraduate Admissions, Post Secondary Enrollment Options (PSEO) Program 3.5 and Post Secondary Enrollment Options (PSEO) Program 3.5.1. Any resident who has graduated from an accredited high school or who has successfully completed a General Education Development Examination (GED) is eligible for college admission.

Persons applying to enroll at Ridgewater College must submit the following to the Ridgewater College Admissions Office:

- Completed admission application.
- \$20 non-refundable, one-time application/records fee.
- High school and/or college transcripts or GED certificate.
- Additional admission requirements which apply to some programs.

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.

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 MnSCU Board policy.)

01.28.14 Revised

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PROCEDURES**Appeals**

Applicants who are denied acceptance have the right to appeal directly to the Director of Admissions.

International Students

1. Complete international student application; submit \$20 non-refundable application fee (in U.S. currency) and copies of high school transcripts.
2. Satisfy the English proficiency requirements through one of the following:
 - a. TOEFL score of 500 (paper-based), 173 (computer-based), or 61 (internet-based)
 - b. Complete ELS level 109.
 - c. 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 a good citizen 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.
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 Ridgewater College. These students should provide an original transcript and an English translation (if applicable) for each institution to the Ridgewater 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. Insurance applications or waiver forms can be completed upon arrival at Ridgewater College.

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

Ridgewater College adheres to MnSCU Board Policy 3.5 and MnSCU 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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2.5 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 (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. 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

Ridgewater College adheres to MnSCU Board Policy 3.5 and MnSCU 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 Ridgewater 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 for Course Placement and achieve the required scores prior to enrollment.

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

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. Support services must be provided for a student with a disability by the resident school district if the service was needed and was being provided by the district as part of the student's IEP. Necessary accommodations must be documented and costs identified for those services. State law requires that costs for accommodations be negotiated between the College and the sending high school. Disagreements over costs will be settled at the state level. When accommodations are deemed necessary, a written contract must be developed and signed by the student, a representative of the referring high school, and Ridgewater College.

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

Applicants admitted into the PSEO program are not allowed to enroll in courses numbered below college level (numbered 99 or lower) or in courses excluded by the college under this program (ask counselor to see current list).

Returning/Re-Admit Students

Students applying for re-admission shall meet the Admission Policy requirements in place at the time of reapplication. If it has been more than seven years since the last date of attendance, or an original file doesn't exist, returning students may be asked to submit application materials but will not have to re-pay an application fee.

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

Ridgewater 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 Ridgewater College, and is not a candidate for a degree, diploma or certificate at Ridgewater College. A visiting student may enroll for a maximum of 18 credits per semester at Ridgewater 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 MNSCU 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 MNSCU College or University

Ridgewater College allows students who are not currently admitted as a student at any system college or university to enroll for a maximum of 18 credits per semester at Ridgewater College without submitting an application for admission. A visiting student is not a candidate for a degree, diploma or certificate at Ridgewater College. A visiting student is not eligible to receive financial aid.

Visiting student provisions

- Visiting students shall satisfy Ridgewater 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 Ridgewater College
- Visiting Student registration window will be published online at www.ridgewater.edu.
- Ridgewater College may limit enrollment of visiting students in high demand courses.

Students Returning from Suspension

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

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Transfer Students

Students transferring to Ridgewater College after attending one or more other colleges should have an official transcript sent from each institution to the Admissions Office of the campus of Ridgewater College at which they are enrolling. (Ridgewater College is able to retrieve transcripts for students who have attended other MnSCU institutions through the e-transcript system at no cost to the student.) 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 MnSCU institution will not be allowed to register for any courses at Ridgewater 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 denied admission.

Validation of High School Diplomas

College admissions office staff identify unusual diplomas when submitted with application materials and refer investigation to the Director of Admissions 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.

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 Ridgewater College Admissions Office on their campus of enrollment.

Waivers

Ridgewater College accepts the National Association for College Admission Counseling (NACAC) Application Fee Waiver Form. The form must be submitted and signed by the student's high school counselor. Ridgewater College will waive the application fee for Veterans of the U.S. military or for those who are currently serving in the U.S. military upon request prior to their admission to the college.

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 MnSCU Board policy.)

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10.19.12 Revised
09.17.13 Revised
01.28.14 Revised
02.02.16 Proposed
05.10.16 Revised