

SATISFACTORY ACADEMIC PROGRESS

POLICY

Ridgewater College maintains an open-door admission policy, assesses students admitted, and provides developmental coursework and other programs of assistance to support student success. Students must perform at an acceptable academic level to continue enrollment and to receive financial aid. Students will be evaluated both qualitatively (GPA) and quantitatively (completion percentage and maximum time frame). All periods of enrollment will be included in the measurement of progress, including periods when the students do not receive financial aid.

Qualitative Measure of Progress (Grade Point Average)

To earn a Certificate, Diploma or Associate Degree from Ridgewater College, a student must have a cumulative Grade Point Average (GPA) of 2.0 or better. Accordingly, a 2.0 GPA is the standard for all satisfactory academic progress.

If a program or discipline has academic standard guidelines and procedures that are more stringent than the Ridgewater College Academic Suspension Guidelines and Procedures, the program/discipline guidelines supersede these guidelines and procedures.

Quantitative Measure of Progress (Completion Rate and Maximum Time Frame)**• Required Completion Percentage**

Students must earn 66.66% of the cumulative credits registered. The completion percentage will be calculated dividing the credits successfully completed by the credits attempted. Courses for which the student receives an *F*, *NC*, *W*, *I* and *FW* are treated as attempted but not successfully completed. See Grading Policy for definitions.

• Maximum Timeframe

Students may continue to receive financial aid, if eligible, through the number of credits required for the completion of a Ridgewater College degree/diploma/certificate multiplied by 150%. Students who have attempted over 75 semester credits should meet with their advisor to fill out an academic plan.

Students who have double majors will be evaluated based on the required course work for both programs.

Students who change programs or return for an additional degree/diploma/certificate will be evaluated based on their current program of study requirements.

History:

09.26.2005 Adopted and Implemented

09.29.2011 Revised

01.28.2014 Revised

09.14.2018 Revised

08.24.2021 Proposed – Reviewed and Revised for Equity Compliance; 11.30.2021 Revised

03.11.2025 Proposed; 12.12.2025 Revised

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PROCEDURES**Admissions**

New or returning students are required to appeal their suspension only if they have an active suspension hold on their account in our Student Information System from Ridgewater or another Minnesota State College. In addition, if a suspended Ridgewater student is returning to Ridgewater and they have successfully completed 12 or more college level transferable credits since their suspension, they do not need to appeal. An official college transcript is required to determine that 12 or more college level transferable credits have been completed successfully at a 2.0 or higher GPA.

Students who have been suspended for not meeting SAP standards (at another Minnesota State college or university) that have successfully completed (at a 2.0 or higher GPA) 12 or more college-level transferable credits at an accredited college or university since that suspension are not required to complete the appeals process.

We will analyze any submitted transcripts to determine whether or not the student would be allowed to re-enter on probation.

Evaluation Period

Students will be reviewed at the end of each term (fall, spring and summer). Faculty will submit grades to the Registrar within 72 hours of the end of each term to allow enough time for progress to be evaluated. Reviews will be completed prior to the 5th day of the academic term.

Failure to Meet Standards**Warning Status**

If at the end of the evaluation period a student has a cumulative GPA of less than 2.0 and/or a completion percentage below 66.66%, the student will be allowed to continue at Ridgewater College under a warning status for one evaluation period. Students are strongly encouraged to meet with their advisor, an academic coach, and/or counselor.

Reinstatement of Students on Warning Status: If at the end of the warning period a student who has been on warning status has met Ridgewater College's cumulative qualitative and quantitative standards, the student will return to good academic standing.

Suspension

Suspension of Students on Warning Status: If at the end of the warning period a student who has been on warning status has not met Ridgewater College's cumulative qualitative and/or quantitative standards, they will be suspended immediately.

Maximum Time-Frame Suspension

If at the end of the evaluation period a student has failed to meet Ridgewater College's standard for measurement of maximum timeframe, they shall be suspended from financial aid eligibility immediately upon completion of the evaluation.

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Suspension of Students for Extraordinary Circumstances

Students may be suspended from financial aid in the event of extenuating circumstances including, but not limited to, previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.

A student who has an active suspension status at another Minnesota State institution (at the point of application or after acceptance to the college) shall have that suspension in effect at Ridgewater College. If the student is admitted prior to us being made aware of a suspension at another college, they would be suspended once we are made aware. A student would have to follow the appeal process stated below to be considered for re-instatement.

Suspension for Inability to Meet Program Requirements within the Maximum Time Frame

If at the end of any evaluation period Ridgewater College determines that it is not possible for a student to raise their GPA or course completion percentage to meet the standards before the student would reach the end of the program for which they are receiving financial aid, they shall be suspended from financial aid eligibility immediately upon completion of the evaluation.

Appeals

Students who are suspended due to unsatisfactory academic progress (from this or any other Minnesota State institution) have the right to appeal based on an error of record or on extenuating/unusual circumstances. Examples of extenuating circumstances that may be considered for an appeal include, but are not limited to, death of a relative, illness, hospitalization, injury of the student or other unusual circumstances the student believes should be given consideration. Students are notified in writing via their suspension letter that sitting out a period of time in and of itself does not re-establish eligibility. The student must submit, as part of the appeal, documentation regarding why the student failed to make satisfactory academic progress, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period. Students must provide documentation of the extenuating circumstances in addition to a written explanation, along with their Appeal Form.

An appeal may be approved only if Ridgewater College:

- Has determined that the student will be able to meet SAP cumulative (Completion and GPA) standards after the subsequent evaluation period; or
- Has assigned to the student an academic plan that will require a term GPA standard of 2.50, and a term completion standard of 85.00%. This academic plan shall also determine the appropriate credit load and courses that the student may attempt.

Results of all appeals shall be communicated to students in writing and shall include the standards that the student is expected to meet and/or the academic plan that the student is expected to complete in order to retain eligibility.

Notifications of denied appeals shall describe the reason for the denial and the process for appealing the denial.

Students who are suspended from Ridgewater or who are suspended from another Minnesota State institution are required to meet with a college counselor or an academic coach to prepare an academic success plan to be

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included with the appeal. This meeting will review documents, make suggestions for a stronger appeal, and initiate an academic success plan.

All appeals will be initially considered by the Director of Financial Aid. Appeals of reinstatement denials may be considered by an Appeals Committee which will meet at the end of each evaluation period and as needed throughout the remainder of the year. The Director of Student Success will establish and lead an Academic Suspension Appeals Committee that will consist of the Financial Aid Director, the Registrar, up to 4 faculty, as well as a counselor and/or a student success team member.

Students who have a grade change after the initial evaluation may request a new evaluation be completed by the College Registrar. Students who successfully meet SAP guidelines following a review will be allowed to continue enrollment under their current status.

Probation Status

A student who has successfully appealed will be placed on probation for one semester. If at the end of the next semester (evaluation period), a student on probation status:

- has met the cumulative GPA and completion standards, the student will be returned to good standing.
- has failed to meet the cumulative GPA and completion standards but have satisfied the conditions specified in their academic plan, the student will be allowed to continue but will need to continue to meet the conditions of their academic plan.
- has failed to meet the cumulative GPA and completion standards and failed to meet the conditions specified in their academic plan, the student shall be suspended immediately.

Notification

Students who fail to meet standards and are being placed on warning, probation, or suspension prior to the start of the next semester will be notified via email by the Registrar. Included with the notification of suspension will be information on completing an [Appeal Form](#) as well as the date the appeal must be submitted.

Reinstatement

Students who have been suspended and wish to return to college (or who are currently suspended from any other Minnesota State institution) and who feel as though they have mitigated their extenuating circumstances shall follow the appeals process described above.

Additional Elements

Appeals to be reinstated for summer will not be accepted unless there are specific program requirements for summer.

Treatment of Grades and Credits

Completion Percentage – The completion percentage will be calculated by dividing successfully completed credits by attempted credits. Courses for which a student receives an *I*, *F*, *NC*, *W* or *FW* are considered not successfully completed. In Progress *IP* and Audited *AU* courses are not counted in the calculation of completion percentage.

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Grade Point Average – Grade point average (GPA) is the student's grade point total divided by the grade point credit total. Each grade report shows the student's GPA for the term and cumulative GPA since admission. An *I*, *AU*, *P*, *NC*, *IP*, *FW* or *W* does not carry a grade point value and, as such, is not calculated in the GPA.

Incompletes - Credits for which an "*I*" is received are considered attempted credits but not successfully completed credits for the purpose of monitoring satisfactory academic progress. Thus, an "*I*" does not impact GPA but does negatively impact the cumulative completion percentage.

Registered Credits – The total number of credits for which a student is officially enrolled at the end of the drop/add period each term.

Audited Courses

Audited courses will not be funded by financial aid and are not included in any satisfactory academic progress measurements.

Consortium Credits

Credits for which financial aid is received under a consortium agreement shall be recorded in the student data system to be included in completion percentage and maximum timeframe calculations.

Remedial/Developmental Courses

Credits awarded for course work with a course prefix below 1000. Students may receive financial aid for developmental credits up to a maximum of 30 semester credits. Developmental courses do not count toward graduation but will be included in the GPA calculation. Courses taken Fall 2021 or later will be excluded from completion percentage measurement of satisfactory academic progress, but are still included in the GPA calculation. Up to 30 developmental credits shall be excluded from the maximum timeframe calculation.

Repeated Courses

A course may be repeated for an improved grade. A student will not be permitted to receive financial aid for more than one repetition of a previously passed course or more than two times for an unsuccessful attempt. Repeated courses are coded automatically at the end of each semester. Only the higher grade will be counted toward graduation and in the computation of the overall grade point average. All attempts are counted toward calculation of the overall completion rate. An *R* will be entered on the transcript next to the initial grade to indicate the course was repeated. If a student wishes to satisfactorily repeat or complete a course for which they previously earned an *F* or *NC*, the student must register for the course again.

Transfer Credits

Transfer credits accepted by Ridgewater College and applied to the student's program requirements shall be counted as credits attempted for calculation of completion percentage. Grades associated with these credits shall not be used in calculating cumulative GPA. Credits accepted in transfer and applied toward a student's general education or degree requirements shall apply towards maximum time frame evaluation.

Withdrawals

Credits for which a *W* or *FW* are received are considered attempted credits but not successfully completed credits for the purpose of monitoring satisfactory academic progress. Thus, a *W* or *FW* does not impact GPA but does

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negatively impact the cumulative completion percentage. (Ridgewater College does not offer withdraw passing or failing grading options.)

Definitions

Academic Plan - A student who successfully appeals for reinstatement may be required by an institution to complete, during a probationary period, specific requirements contained in an academic plan developed for that student by the institution.

Evaluation Period - Institutions shall measure Satisfactory Academic Progress at the end of each academic term.

Suspension of Students - A student on suspension status is not eligible to attend. Students who have been suspended may regain their eligibility only through the institution's appeal process or when they are again meeting the institution's satisfactory academic progress cumulative grade point average and completion percentage standards. Students suspended should contact a college counselor or an academic coach to appeal.

Maximum Time Frame - The maximum number of cumulative attempted credits within which a student must complete their academic program.

Probation Status - A status under which a student who has successfully appealed a suspension shall regain their financial aid and academic eligibility for one evaluation period, after which they must either have met the institution's cumulative GPA and completion percentage standards or have successfully completed the requirements of an academic plan developed for that student by the institution.

Qualitative Measure - The grade point average (GPA) a student must maintain in order to retain eligibility.

Quantitative Measure - The required completion percentage at which a student must progress through their program in order to retain eligibility.

Warning Status - A status under which a student shall continue to retain their financial aid and academic eligibility for one evaluation period despite a determination that they have not met either an institution's grade point average standards, or completion percentage standard or both.

History:

06.05.2006 Adopted and Implemented

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