

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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86 Suspension of Students for Extraordinary Circumstances

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

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92 A student who has an active suspension status at another Minnesota State institution (at the point of application or
93 after acceptance to the college) shall have that suspension in effect at Ridgewater College. If the student is
94 admitted prior to us being made aware of a suspension at another college, they would be suspended once we are
95 made aware. A student would have to follow the appeal process stated below to be considered for re-instatement.
96

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

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

102 Appeals

103 Students who are suspended due to unsatisfactory academic progress (from this or any other Minnesota State
104 institution) have the right to appeal based on an error of record or on extenuating/unusual circumstances.

105 Examples of extenuating circumstances that may be considered for an appeal include, but are not limited to, death
106 of a relative, illness, hospitalization, injury of the student or other unusual circumstances the student believes
107 should be given consideration. Students are notified in writing via their suspension letter that sitting out a period of
108 time in and of itself does not re-establish eligibility. The student must submit, as part of the appeal, documentation
109 regarding why the student failed to make satisfactory academic progress, and what has changed in the student's
110 situation that would allow the student to demonstrate satisfactory academic progress at the end of the next
111 evaluation period. Students must provide documentation of the extenuating circumstances in addition to a written
112 explanation, along with their Appeal Form.
113

114
115 An appeal may be approved only if Ridgewater College:

116

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

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

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

125
126 Students who are suspended from Ridgewater or who are suspended from another Minnesota State institution are
127 required to meet with a college counselor or an academic coach to prepare an academic success plan to be

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

130
131 All appeals will be initially considered by the Director of Financial Aid. Appeals of reinstatement denials may be
132 considered by an Appeals Committee which will meet at the end of each evaluation period and as needed
133 throughout the remainder of the year. The Director of Student Success will establish and lead an Academic
134 Suspension Appeals Committee that will consist of the Financial Aid Director, the Registrar, up to 4 faculty, as well
135 as a counselor and/or a student success team member.

136
137 Students who have a grade change after the initial evaluation may request a new evaluation be completed by the
138 College Registrar. Students who successfully meet SAP guidelines following a review will be allowed to continue
139 enrollment under their current status.

140
141 **Probation Status**
142 A student who has successfully appealed will be placed on probation for one semester. If at the end of the next
143 semester (evaluation period), a student on probation status:

144
145 • has met the cumulative GPA and completion standards, the student will be returned to good standing.
146 • has failed to meet the cumulative GPA and completion standards but have satisfied the conditions specified in their
147 academic plan, the student will be allowed to continue but will need to continue to meet the conditions of their
148 academic plan.
149 • has failed to meet the cumulative GPA and completion standards and failed to meet the conditions specified in their
150 academic plan, the student shall be suspended immediately.

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

155
156 **Reinstatement**
157 Students who have been suspended and wish to return to college (or who are currently suspended from any other
158 Minnesota State institution) and who feel as though they have mitigated their extenuating circumstances shall follow
159 the appeals process described above.

160
161 **Additional Elements**
162 Appeals to be reinstated for summer will not be accepted unless there are specific program requirements for
163 summer.

164
165 **Treatment of Grades and Credits**
166
167 Completion Percentage – The completion percentage will be calculated by dividing successfully completed credits
168 by attempted credits. Courses for which a student receives an *I*, *F*, *NC*, *W* or *FW* are considered not successfully
169 completed. In Progress *IP* and Audited *AU* courses are not counted in the calculation of completion percentage.

170

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

174
175 Incompletes - Credits for which an "I" is received are considered attempted credits but not successfully completed
176 credits for the purpose of monitoring satisfactory academic progress. Thus, an "I" does not impact GPA but does
177 negatively impact the cumulative completion percentage.

178
179 Registered Credits – The total number of credits for which a student is officially enrolled at the end of the drop/add
180 period each term.

181
182 **Audited Courses**

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

185
186 **Consortium Credits**

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

189
190 **Remedial/Developmental Courses**

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

196
197 **Repeated Courses**

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

205
206 **Transfer Credits**

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

211
212 **Withdrawals**

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

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

217

218 **Definitions**

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

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

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

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

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

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

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

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

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240 **History:**

241 *06.05.2006 Adopted and Implemented*

242 *06.30.2006 Revised; 09.12.2006 Revised*

243 *02.27.2007 Revised; Implemented 07.01.2007*

244 *09.29.2011 Revised; 01.28.2014 Revised*

245 *09.14.2018 Revised*

246 *08.24.2021 Proposed – Reviewed and Revised for Equity Compliance; 11.30.2021 Revised*

247 *09.25.2023 Proposed; 11.08.2023 Revised*

248 *03.11.2025 Proposed; 12.12.2025 Revised*