

**POLICY****SATISFACTORY ACADEMIC PROGRESS**

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).

**I. Qualitative Measure of Progress**

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 in college-level courses. 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 Academic Suspension Guidelines and Procedures, the program/discipline guidelines supersede these guidelines and procedures.

**II. Quantitative Measures of Progress****A) Required Completion Percentage**

Students must earn 66.67% of the cumulative credits registered for or they will be placed on probation. The completion percentage will be calculated dividing the credits successfully completed by the credits attempted.

**B) Maximum Timeframe**

Students may continue to receive financial aid through the number of credits required for the completion of a Ridgewater degree/diploma/certificate multiplied by 150%. Students who have attempted over 84 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.

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*History:*

*09.26.05 Adopted and Implemented*

**PROCEDURES****SATISFACTORY ACADEMIC PROGRESS****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 10<sup>th</sup> day of the academic term.

**Failure to Meet Standards**

Students who have a cumulative GPA of less than 2.0 and/or a semester completion percentage below 66.67% will be placed on academic probation for the following semester and are strongly encouraged to meet with their advisor and/or counselor.

Students on probation who earn a semester GPA of 2.0 or greater and a semester completion percentage of 66.67% or greater may continue to attend Ridgewater College but will remain on probation until their cumulative GPA and cumulative completion percentage both meet the required standard.

Students who fail to earn 66.67% of the registered credits or fail to earn a 2.0 GPA or greater during the probation semester will be suspended. Students may appeal this suspension.

Students may be suspended from financial aid in the event of extenuating circumstances, including but not limited to probationary or 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, students who receive non-academic suspensions and students whose attendance patterns appear to abuse the receipt of financial aid. Students may also have their financial aid eligibility suspended if it is determined that it is not possible for a student to raise his or her GPA or course completion percentage to meet the standards before the student would reach the end of the program for which he or she is receiving financial aid.

**Notification**

Students who fail to meet standards and are being placed on probation or suspension prior to the start of the next semester will be notified in writing by the Registrar. Included with the written notification will be an Appeal Form as well as the date the appeal must be returned.

**Appeals**

Students who are placed on probation or suspended due to unsatisfactory academic progress (from this or any other MnSCU institution) have the right to appeal based on an error of record or extenuating circumstances. Examples of extenuating circumstances that may be considered for an appeal include, but are not limited to, medical problems, death of a close relative, 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. Students must provide proof of the extenuating circumstances in addition to a written explanation, along with their Appeal Form.

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Students are strongly encouraged to meet with a counselor to review an Academic Inventory as well as to establish an Academic Improvement Plan to accompany their appeal.

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 Chief Academic Officer will establish an Academic Suspension Appeals Committee for each campus that will consist of 1 or 2 Academic Deans, the Financial Aid Director, the Director of Disability Services, and the Registrar. Each campus committee will also include 2-4 faculty (with representation from both liberal arts and technical programs) as well as one counselor.

Students who have a grade change after the initial evaluation may also appeal for a new evaluation. Students who successfully appeal will be allowed to continue enrollment under their previous status.

**Reinstatement**

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

**Additional Elements****A. Treatment of Grades:**

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” or “W” are considered not successfully completed. In Progress “IP” and Audited “AU” courses are not counted in the calculation of completion percentage.

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” 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.

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**B. Academic Amnesty:** Ridgewater College does not offer academic amnesty.

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

**D. Consortium/Joint Program Credits:** Credits for which financial aid is received under a consortium agreement will be recorded in the Student Data System to be included in cumulative GPA, completion percentage, and maximum timeframe calculations.

**E. Developmental Courses:** Credits awarded for course work with a course prefix below 100. 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 qualitative and completion percentage measurement of satisfactory academic progress. Up to 30 developmental credits shall be excluded from the maximum timeframe calculation.

**F. Repeated Courses:** A course may be repeated for an improved grade. **A change of grade request form must be submitted to the Records and Registration Office for the change to be recorded.** 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. The maximum number of credits that may be repeated is 18. A student may repeat a course no more than two times. If a student wishes to satisfactorily repeat or complete a course for which he/she previously earned an "F" or "NC," the student must register for the course again.

**G. Transfer Credits:** Transfer credits accepted by Ridgewater College are not counted as credits attempted for calculation of cumulative completion percentage, and grades associated with these credits will not be used in calculating the cumulative GPA. Transfer credits accepted by Ridgewater College and that apply towards a student's general education, program or degree requirements will apply towards the maximum timeframe calculation.

**H. Withdrawals:** Credits for which a "W" is received are considered attempted credits but not successfully completed credits for the purpose of monitoring satisfactory academic progress. Thus, a "W" does not impact GPA but does negatively impact the cumulative completion percentage.

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*History:*

*06.05.06 Adopted and Implemented*

*06.30.06 Revised*

*09.12.06 Revised*

*02.27.07 Revised; Implemented 07.01.07*