

**POLICY****COLLEGE ADMISSION**

Ridgewater College follows an open-door admission policy per MnSCU Policy 3.4. 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. A person with neither a high school diploma nor a GED may be admitted if s/he demonstrates potential for college success.

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.

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*History:*

*03.15.04 Adopted*

*08.07.07 Revised*

**PROCEDURES****COLLEGE ADMISSION**General Admission Procedures

If an applicant does not possess a high school diploma or GED diploma, s/he may be admitted as a degree/diploma/certificate student only if the following two criteria are met:

- Applicant's high school class has graduated.
- Applicant passes a federally approved Ability to Benefit test. (If the student fails the Ability to Benefit test, s/he will not be admitted to the College but may register for up to 8 credits as a special student.)

The application/records fee is \$20. This fee is waived for those taking up to eight (8) credits and not seeking a degree, and for those customized training courses paid for by the sponsoring company.

Applicants who are denied acceptance have the right to appeal to the Director of Admissions and Career Services.

PSEO Students

1. According to Minnesota State Statutes, Ridgewater College gives priority to its post-secondary students when enrolling 11<sup>th</sup> and 12<sup>th</sup> grade pupils in its courses.
2. **LIBERAL ARTS AND SCIENCES STUDENT APPLICATION CRITERIA:** High school students who wish to take Liberal Arts or General Education courses (Transfer Education) must rank in the upper third of their class as a junior and upper half of their class as a senior. Course placement will be determined by the New Student Assessment Testing (see Test Center Policy). Students must test into college-level coursework to be eligible to enroll.
3. **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 1<sup>st</sup> for Spring Semester and February 1<sup>st</sup> for Fall Semester on a space available basis.
4. 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.

**PROCEDURES****COLLEGE ADMISSION, continued**

5. 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.
6. An applicant who is denied acceptance has the right to appeal the decision to the Director of Admissions and Career Services. Space available shall not be subject to the appeal process.

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.

**PROCEDURES****COLLEGE ADMISSION, continued**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.

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.

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. 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.

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*History:*

*03.15.04 Adopted*

*08.07.07 Revised*

*12.11.08 Revised*