2026-2027

STUDENT HANDBOOK

AUTOMOTIVE | CONSTRUCTION | ELECTRICAL | INFORMATION TECHNOLOGY | MANUFACTURING

RANKEN®

TECHNICAL COLLEGE

A Message from the President

As we begin the new school year, I want to welcome all of you to Ranken. I hope you enjoy your time at the College as much as we do. Please read your handbook carefully; it contains all the information you will need to have a successful year at Ranken. By the end of this school year, all of these policies and procedures will be second nature to you, and you will be familiar with the Ranken experience – a culture that focuses on our students and their success.

This is a great time to be at Ranken! Thanks to our generous donors and partners in the business community, we are continuing to expand and improve our programs and initiate new ones.

Each location hosts successful job fairs, garnering employers seeking our students and graduates. The College's entire focus is to prepare Ranken students for success.

The staff and faculty at Ranken exemplify the best of the best, and we all share the same mission: to provide the necessary training to prepare each student for a career in their chosen field. The education you will receive at Ranken Technical College sets you up for success by focusing on three main components: technical education, general education and work ethic. Every student receives hands-on training in our one-of-a-kind classroom structure.

We strive to provide you with a safe campus environment. In addition to your personal safety, our goal is to ensure every individual is treated with respect. Ranken prohibits discrimination, harassment, and sexual misconduct of any kind by students, faculty, employees and visitors.

Our philosophy has been proven successful over more than 100 years, and we will continue these traditions as we strive to improve and move into the future. The faculty and staff at Ranken want to welcome you to join us in this vision, and we look forward to having you as a part of our future success.

Sincerely,
Don Pohl

Ranken Technical College is committed to building a diverse workforce and promoting an inclusive workplace where all voices are encouraged and heard. Ranken promotes an environment which celebrates inclusion, recognizing the valuable and unique contributions diverse people can bring to the Ranken community. Ranken denounces all forms of racism against people of color or LGBTQ individuals to the demise of their security, livelihood, dreams, and ambitions.

Ranken supports the principle of equal employment opportunity and complies with all federal, state, and local nondiscrimination laws. Discrimination in employment practices is prohibited under Title VII of the Civil Rights Act and will not be tolerated. This includes unlawful harassment and retaliation.

Ranken Technical College is an equal opportunity employer/program and it is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or,
- against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I - financially assisted program or activity;
- providing opportunities in, or treating any person with regard to, such a program or activity; or
- making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

Full details and documentation available at: https://insideranken.org/equalopportunity

Any person having inquiries concerning Ranken's compliance with implementing Title VII of the Civil Rights Act of 1964 or Title IX of the Education Amendments of 1972 is directed to contact the interim Title IX Coordinator, Ranken Technical College, 4431 Finney Avenue, St. Louis, Missouri 63113, (314) 286-3319, TitleIX@Ranken.edu. Additional support can be found at https://ranken.edu/about-us/careers-at-ranken/.

Any person having inquiries concerning Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 is directed to contact: academicaccommodations@ranken.edu.

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Information Directory

Admissions

Phone: (314) 286-4809

Email: admissions@ranken.edu

Contact for help with: New student enrollment

Hours: Monday – Thursday 7:30 a.m. – 6:00 p.m.
Friday 7:30 a.m. – 4:00 p.m.
Saturdays available by appointment between 8:00 a.m. and 12:00 p.m.

Bookstore

Phone: (314) 286-4820

Contact for help with: Books & Tools, Supplies

Hours: Monday – Thursday 7:30 a.m. – 6:00 p.m.
Friday 7:30 a.m. – 3:30 p.m.

Business Office

Phone: (314) 286-4869

Email: businessoffice@ranken.edu

Contact for help with: Tuition & fees, semester-by-semester payment agreements, student accounts, refunds

Hours: Monday – Thursday 7:00 a.m. – 6:00 p.m.
Friday 7:00 a.m. – 4:00 p.m.

Career Services

Phone: (314) 286-3665

Email: careerservices@ranken.edu

Contact for help with: Job placement assistance, employment opportunities, graduation ceremony

Hours: Monday – Friday 8:00 a.m. – 4:00 p.m.
Available by appointment before 8:00 a.m. and after 4:00 p.m.

Dean of Continuing Education and Workforce Development

Phone: (314) 286-3670

Contact for help with: Customized training & testing

Department of Public Safety

Phone: (314) 286-3300

Contact for help with: Security, Ranken 1Card student IDs, parking permits, lost and found
24 hours/day, 7 days/week

Dining Hall

Hours: See hours under Inside Ranken Dining Hall Tab

Development Office

Phone:	(314) 286-3325
Email:	development@ranken.edu
Contact for help with:	Alumni information, in-kind gifts, donations

Financial Aid

Phone:	(314) 286-4878
Email:	financialaid@ranken.edu
Contact for help with:	Federal financial aid information, student loans
Hours:	Monday – Thursday 7:00 a.m. – 6:00 p.m. Friday 7:00 a.m. – 4:00 p.m.

Information Services

Phone:	(314) 286-3693
Email:	helpdesk@ranken.edu
Contact for help with:	Inside Ranken, Help Desk, email account information and support
Hours:	Monday - Thursday 7:30 a.m. – 6:00 p.m. Friday 7:30 a.m. – 3:30 p.m.

Registrar's Office

Phone:	(314) 286-3660
Email:	registrar@ranken.edu
Contact for help with:	Grades, transcripts and verifications, diplomas, transfer credit evaluations, readmissions, veteran's benefits
Hours:	Monday – Thursday 7:30 a.m. – 6:00 p.m. Friday 7:30 a.m.-4:00 p.m.

Residential Life

Phone:	(314) 286-4824
Email:	reslife@ranken.edu
Contact for help with:	Residential life, meal plans
Hours:	Monday – Friday (when school is in session) 9:00 a.m. – 5:00 p.m. Available by appointment before 9:00 a.m. and after 5:00 p.m.

Student Success

Phone:	(314) 286-4891
Email:	ssc@ranken.edu
Contact for help with:	Course testing, tutoring and academic support; learning, medical & physical disability accommodations, academic and library resources and services; copy machine/scanner, academic advising
Hours:	Monday – Thursday 7:30 a.m. – 7:00 p.m. Friday 7:30 a.m. – 3:30 p.m. Available by appointment before and after hours listed above.

Troy Location

Address:	651 John Deere Drive, Troy, MO 63379
Phone:	(314) 286-4807
Contact for help with:	Questions concerning programs at the Troy location, contact troy@ranken.edu; Course testing; tutoring and academic support; learning, medical & physical disability accommodations, academic resources and services, academic advising, contact ssc@ranken.edu
Hours:	Monday – Friday 8:00 a.m. – 4:00 p.m.

Wentzville Location

Address:	751 Parr Rd., Wentzville, MO 63385
Phone:	(314) 286-3671
Contact for help with:	Questions concerning programs at the Wentzville location, contact wentzville@ranken.edu; Course testing; tutoring and academic support; learning, medical & physical disability accommodations, academic resources and services, academic advising, contact ssc@ranken.edu
Hours:	Monday – Thursday 8:00 a.m. – 6:00 p.m. Friday 8:00 a.m. – 4:00 p.m. Available by appointment after 4:00 p.m.

Perryville Location

Address:	1907 North Perryville Blvd., Perryville MO 63775
Phone:	(314) 286-3382
Contact for help with:	Questions concerning programs at the Perryville location, contact perryville@ranken.edu; Course testing; tutoring and academic support; learning, medical & physical disability accommodations, academic resources and services, academic advising, contact ssc@ranken.edu
Hours:	Monday - Friday 7:30 a.m. – 3:30 p.m.

Ashland Location

Address:	975 Perry Ave., Ashland, MO 65010
Phone:	(314) 286-3390
Contact for help with:	Questions concerning programs at the Ashland location, contact ashland@ranken.edu; Course testing; tutoring and academic support; learning, medical & physical disability accommodations, academic resources and services, academic advising, contact ssc@ranken.edu
Hours:	Monday – Friday 7:30 a.m.-3:30 p.m.

Academic Calendar and Student Events

AUGUST

8.24.26	Fall Semester Begins (Online I, Day, M/W Eve)
8.25.26	Fall Semester Begins (T/Th Eve)

SEPTEMBER

9.7.26	Labor Day - All School Holiday
9.15.26	STL Job Fair – Automotive Division
9.17.26	Constitution Day
9.18.26	Job Fair – Ranken Southeast Location
9.24.26	Job Fair – Ranken Central MO Location

OCTOBER

10.1.26	Phi Theta Kappa Meeting
10.19.26	Online II Classes Begin
10.20.26	Open House – Central MO/Southeast/West
10.22.23	Open House – St. Louis

NOVEMBER

11.3.26	STL Job Fair – IT & Construction Divisions
11.5.26	STL Job Fair – Electrical & Manufacturing Divisions
11.12.26	Future Builders: Middle School Exploration Day
11.12.26	Phi Theta Kappa Meeting
11.12.26	Job Fair – Ranken West Location
11.13.26	Veteran's Day Observance - All School Holiday
11.26.26-11.27.26	Thanksgiving Break - All School Holiday

DECEMBER

12.9.26	Phi Theta Kappa Meeting
12.9.26	Fall Semester Ends (Online II)
12.14.26	Fall Semester Ends (M/W Eve)
12.15.26	Fall Semester Ends (T/R Eve)
12.17.26	Fall Semester Ends (Day)
12.18.26	Winter Break Begins

JANUARY

1.6.27	Spring Semester Begins (Day, M/W Eve)
1.7.27	Spring Semester Begins (T/Th Eve)
1.11.27	Spring Semester Begins (Online I)
1.18.27	Martin Luther King, Jr. Day - All School Holiday
1.20.27	Phi Theta Kappa Meeting

FEBRUARY

2.5.27	SkillsUSA Regional Competition
2.9.27	Phi Theta Kappa Meeting
2.10.27	STL Job Fair – IT & Construction Divisions
2.11.27	STL Job Fair–Electrical & Manufacturing Divisions
2.15.27	Presidents' Day - All School Holiday
2.17.27	Job Fair – Ranken Central MO Location
2.18.27	Job Fair – Ranken Southeast Location
2.19.27	Job Fair – Ranken West Location

MARCH

3.4.27	Future Builders: Middle School Exploration Day
3.8.27	Online II Classes Begin
3.9.27	Phi Theta Kappa Meeting
3.25.27	Automotive Day
3.26.27	Good Friday – All School Holiday

APRIL

4.7.27	Phi Theta Kappa Meeting
4.8.27	Open House – Central MO/Southeast/West
4.10.27	STL Discover Ranken Day with Car Show
4.27.27	Spring Semester Ends (T/R Eve)
4.28.27	Spring Semester Ends (Online)
4.30.27	Spring Semester Ends (Day)

MAY

5.3.27	Spring Semester Ends (M/W Eve)
5.8.27	Graduation
5.10.27	Summer Semester Begins (Online I, M/W Eve)
5.11.27	Summer Semester Begins (T/R Eve)
5.11.27	Summer Semester Begins (Summer I)
5.24.27	Memorial Day - All School Holiday

JUNE

6.1.27	Summer Semester Begins (All 1st Sem/STL Cont)
6.18.27	Juneteenth Observance – All School Holiday
6.22.27	Open House – Central MO/Southeast/West
6.24.27	Open House – St. Louis
6.28.27	Online II and Summer II Classes Begin

JULY

7.5.24	Independence Day Observance - All School Holiday

AUGUST

8.12.27	Summer Semester Ends (T/R Eve)
8.15.27	Summer Semester Ends (Online)
8.17.27	Summer Semester Ends (Day)
8.18.27	Summer Semester Ends (M/W Eve)
8.23.27	Fall Semester Begins (Day)
8.24.27	Fall Semester Begins (T/R/Eve)

Visit the calendar on ranked.edu for updates.

St. Louis Campus Map

1. Rodenheiser Automotive Center
   - Automotive Collision Repair Technology ..... 1st Floor
   - Automotive Maintenance Technology ..... 1st Floor
   - Certified Dealership Technician Programs ..... 1st Floor
   - Automotive Professional Technician Programs ..... 1st Floor

2. Alumni Hall
   - Classrooms ..... 1st and 2nd Floors
   - Marketing Office ..... 1st Floor

3. Finney Building
   - Admissions Office ..... 1st Floor
   - Architectural Technology ..... 2nd Floor
   - Bookstore ..... Ground Floor
   - Business Office ..... 1st Floor
   - Career Services ..... 2nd Floor
   - Counseling ..... 2nd Floor
   - Dining Hall ..... Ground Floor
   - Education Administration ..... 1st Floor
   - Financial Aid/Scholarships ..... 1st Floor
   - Library ..... 2nd Floor
   - Marketing Office ..... 1st Floor
   - Plumbing Technology ..... Ground Floor
   - President's Office ..... 1st Floor

Registrar ..... 1st Floor
Student Success Center ..... 2nd Floor

4. Gray Building

Carpentry and Building Construction Technology ..... Ground Floor
Application and Web Development ..... 3rd and 4th Floors
Information Technology ..... 3rd and 4th Floors

5. Cook Building

Alarm Systems Technology ..... 2nd Floor
Control Systems Technology ..... 1st Floor
Electrical Automation Technology ..... 2nd Floor
Electrical Systems Design Technology ..... 1st Floor
Information Services/Help Desk ..... Ground Floor
Student Center/Gym/Showers ..... Ground Floor

6. Cook West Building

Heating, Ventilation, Air Conditioning and Refrigeration Technology ..... 1st Floor
Major Appliance Technology ..... 1st Floor
Advanced Precision Machining Technology ..... Ground Floor

7. Langenberg Electrical Technology Center

Electrical Technology ..... 1st and 2nd Floors

8. Myrtle and Earl Walker Residence Hall

Development Office ..... 1st Floor
Public Safety ..... 1st Floor
Residential Life ..... 1st Floor
Student Dormitory ..... 1st and 2nd Floors

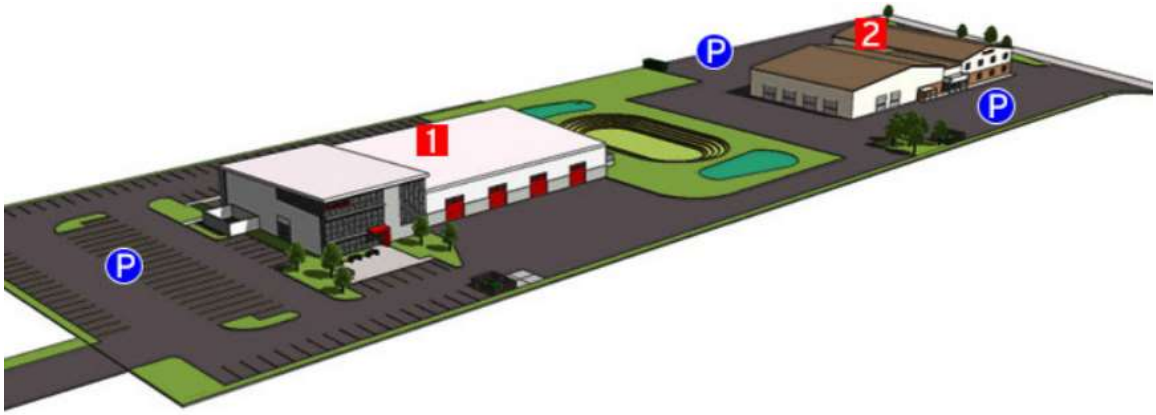
9. Mary Ann Lee Technology Center

Atrium ..... Ground Floor
Fabrication and Welding Technology ..... Ground Floor
High Performance Racing Technology ..... Ground Floor
Industrial Technology ..... Ground Floor
R.W. Staley Auditorium ..... Ground Floor

10. Robert W. Plaster Free Enterprise Center

Microenterprises ..... Ground Floor

Wentzville Location Map



1. Taylor Automotive Center
   - Control Systems Technology ..... 2nd Floor
   - Diesel Technology ..... Ground Floor
   - Electrical Automation Technology ..... Ground Floor
   - Information Technology ..... 2nd Floor

2. Larry Elms Training Center
   - Automotive Maintenance Technology ..... 1st Floor
   - Building Systems Design Technology ..... 2nd Floor
   - Heating, Ventilation, Air Conditioning and Refrigeration Technology ..... 1st Floor

Purpose & Philosophy of the College

Ranken Technical College is a private, nonprofit, degree-granting institution of higher learning whose primary mission is to provide the comprehensive education and training necessary to prepare students for employment and advancement in a variety of technical fields.

INSTITUTIONAL PURPOSES

The purposes of Ranken Technical College are:

1. To provide education in current and leading-edge technology that develops critical thinking and problem-solving skills.
2. To incorporate general education into all programs to provide students with communication, scientific, mathematical, information technology, human relations, business and life skills along with an appreciation for continuous lifelong learning.
3. To instill within Ranken students the work ethic attributes in demand by industry, including honesty, ethical standards, dependability, industriousness, commitment to quality, craftsmanship, courtesy, professionalism, teamwork, professional appearance and safety consciousness.
4. To provide continuing education and customized workforce training in various technical careers.

VISION STATEMENTS

Vision statements describe what Ranken Technical College aspires to be and sustain over time.

Ranken Technical College envisions an institution that:

1. **Is a leader in innovation and technical education**, preparing a highly skilled 21st-century workforce.
2. **Actively engages in workforce development and community partnerships** to address regional and industry needs.
3. **Continuously evolves its academic programs** by exploring new and emerging technologies aligned with industry demand and market conditions.
4. **Pursues strategic growth and expansion**, consistent with the College mission and resources, to serve students, industry, and the community.
5. **Sustains a culture of continuous improvement** focused on educational quality, delivery, student learning, and demonstrated competencies.
6. **Provides holistic student development opportunities**, including experiential learning, service, and engagement beyond the classroom.

CORE VALUES

Core values describe the principles and beliefs that guide daily behavior, decisions, and institutional culture.

Ranken Technical College is guided by the following values:

1. **Respect and Inclusion**
   - Leveraging the unique contributions of all community members and treating all stakeholders with dignity and respect.
2. **Integrity and Ethical Responsibility**
   - Conducting business professionally while managing resources ethically and responsibly.
3. **Excellence and Craftsmanship**
   - Upholding high standards of conduct, professionalism, ethics, and quality in all activities.
4. **Student Success and Support**
   - Providing comprehensive student support services that promote persistence and success from enrollment through employment.
5. **Employee Excellence and Well-Being**
   - Ensuring faculty and staff possess the knowledge, experience, and motivation to excel, while fostering a workplace with high job satisfaction.
6. **Community and Professional Engagement**
   - Encouraging involvement in activities that strengthen professional development, service, and community impact.

Education at Ranken Technical College

THE TECHNICAL COMPONENT

The technical component of your education is your major course of study. Currently, students at Ranken may major in any one of several technical skills, each of which is described in our catalog of technical courses. Training in a student's major includes a thorough grounding in the theoretical principles upon which the more specific job-based skills are developed. That is, the "why" is taught in concert with the "how." The "how" component is developed by extensive practical application of principles through hands-on training, using the equipment in the College's comprehensive shops and labs.

Ranken is committed to maintaining facilities which contain current equipment, of the types actually encountered on the job. The substantial amount of industrial equipment maintained by the College is regularly updated in order to keep pace with current technology. Ranken maintains a close relationship with business and industry to continually evaluate and improve the College's equipment and curriculum. Throughout your course of study at Ranken, you will be given opportunities to visit industry facilities and to see the types of businesses you may join. Also, certain students at Ranken are invited to serve on advisory boards to assist the College in meeting the needs of its students. Membership on these advisory boards is very prestigious, and if selected, you will meet industry leaders who have a direct interest in Ranken and its graduating students.

The tuition and fees you pay for your education are only approximately 70 percent of the actual costs of attending Ranken. The additional 30 percent is contributed by friends and alumni of the College who donate their time, materials and funding to provide you with the highest quality of equipment and educational resources. The education you receive on state-of-the-art equipment will ensure your future as a skilled employee and potential business owner.

THE GENERAL EDUCATION COMPONENT

Consistent with the College's Mission Statement, the general education departments of Ranken Technical College are designed to provide a foundation of general education to complement your technical education and prepare you for life- long learning. Ranken is committed to maintaining a strong general education component for two reasons:

1. Those who hire technically trained people consistently indicate a desire for employees who, in addition to possessing technical skills, can also communicate effectively, work harmoniously with people, and adapt to new situations and changing technologies.
2. These same attributes are the very ones that are also required in coping with daily life and functioning in the community.

THE WORK ETHIC COMPONENT

Employers know that Ranken Technical College is a source of excellent employees. Industry leaders know that our curriculum provides Ranken graduates with the skills, knowledge and abilities necessary to succeed in almost any job setting. However, employers also want their employees to be more than well-educated technicians. Employers consistently rank the possession of positive work values, attitudes and behaviors as essential to the retention and promotion of their employees. Ranken Technical College, since its very inception, has been committed to cultivating values and attitudes that will lead to positive behavior, thereby enhancing the graduate's employability and ultimate success on the job. This commitment, which we refer to as work ethic, forms the third component of the education at Ranken.

We believe it is our obligation, in keeping with the wishes of our founder and the employers who hire our graduates, to prepare each student for their maximum employment potential and opportunities. Accordingly, the College makes a concerted effort to influence students' values, attitudes and behaviors during their formative years. You will study work ethic through formal courses of study, self-study, individual and group research projects and by practicing an acceptable work ethic. Studies are reinforced by such measures as requiring students to adhere to a well-defined appearance code, maintaining a strictly enforced attendance policy, insisting upon behavior appropriate to that expected in the workplace, and requiring instructors to evaluate your attitude and work habits.

INSTITUTIONAL LEARNING OUTCOMES

Ranken Technical College has a set of institutional learning outcomes (ILOs) that describe the core abilities students have acquired upon completion of their certificate or degree from Ranken. The ILOs prepare students enrolled in all academic programs for careers in technical fields, a direct link to the College's mission. The ILOs are framed around the College's core work ethic traits. Upon graduation, students will be able to exhibit the following work ethic traits:

- Pride in Performance
- Ability to Get Along with Others
- Positive Attitude/Approach
- Respect for Workplace Structure
- Honesty

OUTCOMES ASSESSMENT

The purpose of Outcomes Assessment is to improve student learning at Ranken Technical College, and is directly linked with the College's mission, purposes and values. Outcomes Assessment is a continuous, ongoing process of improvement. The College's Institutional Learning outcomes focus on the College's core work ethic traits. Assessment data is collected to measure attainment of those outcomes. Each department establishes its individual course and program learning outcomes and uses assessment to measure the effectiveness of those outcomes. Various types of assessments are used, such as performance exams, standardized tests, student critiques, portfolios, and capstone projects. Outcomes related to co-curricular activities are assessed using the same process. The results of the assessments are analyzed to identify any areas of learning in need of improvement. Recommendations are then fed into the College's planning and budgeting process so that any appropriate changes may be made for the following school year. For more information, contact instructional coordinators.

COURSE FORMATS

The College credits hands-on learning as the key to developing skills and knowledge retention. Besides the traditional seated format for courses, many courses are designated as online or hybrid courses.

Online Courses

The College offers multiple courses and programs completely online. Online courses provide the convenience students need to meet life demands while completing weekly coursework when it is convenient for them. Industry expects Ranken graduates to be successful in online courses as they will expect technicians to take future online courses to stay current in their field. Students in online courses will be expected to have access to reliable Internet and a computer to complete coursework.

Hybrid Courses

The College offers select courses in a hybrid format, where students will be expected to attend a minimum of 40% of the sessions in-person, while online the remaining days of the week. In industries where skilled employees are often working from home, the hybrid courses prepare students to successfully work remotely. On days students are scheduled to work online, labs will remain available on campus in the event a student needs additional assistance. Students in hybrid courses will be expected to have access to reliable Internet to complete coursework and a computer with a webcam to attend required virtual meetings.

Virtual session may take one of two forms—virtual synchronous sessions or virtual asynchronous sessions. If an instructor schedules a virtual synchronous session, the students will be required to attend a prespecified virtual meeting where students must attend with their webcams turned on. A scheduled virtual asynchronous session will indicate that the students will not need to meet at a prespecified time, rather they will be required to demonstrate active academic engagement through interactive methods, including but not limited to, interactive tutorials, group discussions, virtual study/project groups, discussion boards, chat rooms, etc.

Academic Policies

ACADEMIC HONESTY

Academic honesty is essential to the education process at Ranken Technical College. Thus, academic dishonesty is a basis for disciplinary action or dismissal. Such acts include:

- Cheating on any type of exam
- Cheating on homework assignments
- Helping another student to cheat on any type of exam
- Helping another student to cheat on homework assignments
- Illegal or unauthorized possession of exams or restricted material
- Illegal or unauthorized changes to a graded assignment or exam
- Plagiarism (including in your work another's work that is not properly cited)

If a student is suspected of or admits to academic dishonesty, the student will be referred to the Vice President for Student Success.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The purpose of the Family Education Rights and Privacy Act of 1974 is to afford certain rights to students concerning their records. The primary rights afforded are the right to inspect and review student records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from the records. Ranken Technical College does not disclose student information (other than directory information) unless a Release of Information Authorization has been completed and signed by student. Student information/records include educational records as well as financial aid and business office account information. Directory information consists of student name, program of study, dates of attendance, and degrees or certificates and honors awarded. Ranken Technical College requires all students to complete and sign a Release of Information Authorization whether they are authorizing release of information or not. Additional information on FERPA or a complete copy of the policy is available from the Registrar's office. The complete policy includes information on the procedure to inspect student records, rights of the College to refuse access, refusal to provide copies of records, type/location/retention length/custodians of student records, procedure for the disclosure of student records. For more information, you may call 1-800-USA-LEARN (1-800-872-5237) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact the Family Policy Compliance Office at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

GRADE POINT AVERAGE (GPA) CALCULATIONS

To calculate your grade point average:

1. Multiply the grade points earned for each course by the number of credit hours for that course.
2. Divide the sum of the total grade points obtained from step 1 by the sum of the credit hours for all courses. This quotient represents the GPA.

Grade	Percent	GPA	Comments
A	93-100	4.0	Excellent
B+	90-92	3.5	Very Good
B	84-89	3.0	Good
C+	81-83	2.5	Above Average
C	75-80	2.0	Average
D	70-74	1.0	Unsatisfactory; does not satisfy course requirement
F	BELOW 70	0.0	Failing
WF	N/A	0.0	Withdrawn/Failing

The work ethic rating is not factored into the GPA.

The following grades may also be awarded, but are not calculated into the student's GPA:

Grade	Percent	GPA	Comments
AU	N/A	N/A	Audit status
I	N/A	N/A	Incomplete
CL	N/A	N/A	Credit by examination or advanced placement
P	N/A	N/A	Passing; satisfies course requirement
NP	N/A	N/A	Not passing; does not satisfy course requirement
W	N/A	N/A	Attempted/Unearned
EXE	N/A	N/A	Work Ethic Grade – Exceeds Expectations
MEE	N/A	N/A	Work Ethic Grade – Meets Expectations
NIM	N/A	N/A	Work Ethic Grade – Need Improvement
DNM	N/A	N/A	Work Ethic Grade – Does Not Meet Expectations

See page 24 for further information on Work Ethic Requirements

Requirements for a grade of "Incomplete" (I)

Once an I is issued, the student may not withdraw from the course. Coursework must be completed by the end of the following semester, or the I will become an F and will be calculated into the student's GPA. The student may apply for an extension with the dean of academic affairs prior to the I becoming an F. The incomplete must be completed with the instructor who originally issued the I or a replacement faculty member designated by the Dean of Academic Affairs. Students who receive an I for a prerequisite course should complete all coursework by the fifth day of the subsequent semester. Students may be dropped from registration from any course for which the prerequisite has not been met. Students may be placed in audit status for attempted courses for which the prerequisite has not been met.

Minimum Requirements for All Students

1. Only courses in which a student earns a C or higher may be applied toward a certificate or degree program. A student earning less than a C in a course must retake the course and earn a C or higher to apply the course toward their certificate or degree program.
2. Students failing to maintain at least a 2.0 career GPA will be placed on academic probation.
3. Students earning less than a C in a major theory, shop, lab, studio or shop math class may be required to repeat all of the associated courses for a semester. The presumption will be that a student should repeat all of the associated courses; however, the Dean of Academic Affairs may make an exception.

Ranken Technical College does not issue or mail final grade reports to students. Students may view grade information through their individual Inside Ranken accounts. User IDs and passwords may be obtained from the Information Services department.

PRESIDENT'S LIST

Ranken Technical College has established the President's List to recognize students' outstanding academic achievement.
This list is published at the end of each semester and is available in the Registrar's office. Students named to the President's List receive a letter of commendation from the president of the College. To be eligible for this honor, students must meet the following criteria:

1. Successfully completed at least six credit hours
2. Received no final grade of D, F or WF in the awarding semester
3. Earned a 3.75 career (cumulative) GPA for the semester

LATIN HONORS

3.5 - Cum laude

3.75 - Magna cum laude

3.9 - Summa cum laude

The listing of graduates, degrees, and academic honors for the graduation ceremony is preliminary and subject to final degree requirement evaluation by the Registrar's office. For purposes of the graduation ceremony, Latin honors will be calculated by the Registrar's office as of the 40th day of the student's most recent attempted semester when a final degree audit is not possible. For diploma and transcript purposes, Latin honors will be calculated after final degree audits are complete.

REQUIREMENTS FOR GRADUATION

Certificates and degrees will not be awarded until all requirements are met. The listing of graduates, degrees, and academic honors for the graduation ceremony is preliminary and subject to final degree requirement evaluation by the Registrar's office.

ACADEMIC REFERRAL SYSTEM

Students may be referred to the Student Success Department by any of their instructors at any time during the semester. A referral alert is issued when an instructor becomes concerned about a student's ability to successfully complete the course. Representatives of the Student Success Department meet with the referred student for a consultation to identify appropriate learning strategies as well as resources and services available. If the student's progress or study habits do not improve, the instructor may issue another referral. At that time, another consultation occurs to reevaluate the student's needs.

STANDARDS OF ACADEMIC PROGRESS

Academic Probation

Students whose career GPA falls below 2.0 will be placed on academic probation and referred to the Student Success Department to develop a success plan to improve academic performance.

Students will also be placed on financial aid probation. During the probationary semester, the student will be allowed to receive financial aid; however, all eligibility for financial aid will be lost if their career GPA is not 2.0 by the end of the probationary semester.

Students on academic probation have one semester to bring their career GPA to at least 2.0. Students on academic probation who demonstrate acceptable progress by achieving at least a 2.0 during the probationary semester, but whose career GPA is less than 2.0, will be placed on extended academic probation for one additional semester. Students will be removed from academic probation or extended academic probation when their career GPA rises to 2.0 or higher. However, students failing to achieve a career GPA of at least 2.0 by the end of the extended academic probation period, will be dismissed from the College.

Academic Dismissal

Students will be dismissed from the College for any of the following reasons:

- Failure to earn a career GPA of 2.0 or higher after being placed on academic probation (unless the student is placed on extended academic probation)
- Failure to earn a career GPA of 2.0 or higher after being placed on extended academic probation

REPEATING A COURSE

Students are required to successfully complete all coursework for credit toward the declared certificate or degree. When a student unsuccessfully completes a course, the student will need to contact the Registrar's office to have their future schedule adjusted to repeat the course. The student will be advised to contact their Student Success Advisor to create a success plan for the next attempt in that course.

ADDING COURSES

Students may add courses within the first five days of the course start date by contacting the Registrar's Office. No exceptions will be granted for missing attendance due to late registrations.

VOLUNTARY WITHDRAWAL FROM COURSES

Students wishing to voluntarily withdraw from a course must begin the process by meeting with a Student Success Advisor. Students receiving financial aid should also consult the Financial Aid office, as withdrawing from a course may change their enrollment status (full time or part time) and could impact their aid eligibility.

A W grade is assigned when a student withdraws within business days 1-25 of a full semester course or during business days 1-12 for courses less than 16 weeks in length.

A W (Withdraw Passing) or WF (Withdraw Failing) grade is assigned, depending on the student's academic standing in the course, when withdrawn after the W time period has ended. A WF grade is calculated into the student's grade point average as a failing grade.

Students who exceed the allowed number of allowable absences in a particular course are not eligible to voluntarily withdraw.

Students are permitted to voluntarily withdraw from all technical major coursework but remain with the College in general education only. Please refer to the Institutional Refund Policy regarding students withdrawing from their technical major only.

MILITARY LEAVE POLICY

Students who provide approved evidence of military duty for a leave of absence during the semester will be assigned Incomplete (I) grades at the end of the semester. Affected attendance dates will be recorded as Appealed. Students who provide approved evidence of military duty and decide to withdraw from their course(s) will be assigned Withdrawal (W) grades and the affected attendance dates will be recorded as Appealed.

Students should notify instructors, student success advisor, and School Certifying Officials (SCO) in the Registrar's Office of all absences for military duty prior to the absence and provide supporting documentation.

Activation, training, or mobilization does not in itself excuse students from the required workload in their class/classes. Students are responsible for making up any assignments or projects assigned during their missed time. Instructors will work with these students to the greatest extent possible, within reason, to give them the opportunity to succeed.

Military duties covered under this policy include but are not limited to military deployment, required annual military training, or other training or mobilization activities verified by appropriate military orders or documentation. For service members holding Reserve and National Guard status, weekend duty (drill)

requirements ordinarily should not interfere with normal school schedules. However, if a situation arises that requires absence from class due to duty/drill requirements, this absence can be approved as an appealed absence if the absence is verified by appropriate military orders or documentation.

This policy does not apply to students who voluntarily accept assignments which conflict with scheduled classes. Students who voluntarily enlist during a semester, likewise, do not fall under this policy.

Incomplete grades will be changed to Withdrawal (W) grades when students on military leave of absence do not return within 12 months at the end of their activation to complete the course.

MEDICAL LEAVE (ML)/COMPASSIONATE WITHDRAWAL (CW) POLICY

The purpose of a voluntary withdrawal medical leave ("ML") is to provide students time away from academic studies for treatment of a physical or mental health condition that impairs a student's ability to function safely and successfully as a member of the Ranken Technical College ("Ranken") community. This policy applies to all Ranken students. The authority to grant a ML and permission to return from a ML resides with the designated committee identified by the VP for Education. Each leave is individualized based on the needs of the student and handled on a case-by-case basis.

Examples of conditions for which a student may request a medical withdrawal include, but are not limited to:

- Severe psychological condition requiring hospitalization or intensive outpatient care;
- Severe injury or illness with prolonged recovery (i.e., continuous absence for more than two weeks of class);
- Severe illness requiring ongoing close medical monitoring;
- Severe complications resulting from a chronic medical condition;
- New diagnosis of a life-threatening condition;
- Non-elective surgery with prolonged recovery;
- Severe complications related to a pregnancy;
- Infectious disease requiring specific isolation; and/or
- Documented medical complications from sexual or other violent assault.

16 Week Courses

Students can apply for a voluntary ML at any time; however, in order for a ML to take effect during an ongoing semester, the process must be completed on or before Friday of the twelfth (12th) week of the semester. A voluntary ML lasts until the end of the current academic semester and may last up to two full academic semesters. If a ML lasts for longer than an academic year, students are expected to adhere to curriculum changes in their program of study during their absence.

ML Semester	Deadline to Request ML
Fall Semester	Friday of 12th week of fall semester
Spring Semester	Friday of 12th week of spring semester
Summer Semester	Friday of 12th week of summer semester

Requests for reinstatement from a voluntary ML must be submitted no later than six (6) weeks before the semester in which the student wishes to start. Applications for reinstatement will not be considered after the deadlines.

ML Semester	Deadline to Request Return from ML
Fall Semester	Six weeks prior to start of spring semester
Spring Semester	Six weeks prior to start of summer semester
Summer Semester	Six weeks prior to start of fall semester

8 Week Courses

Students can apply for a voluntary ML at any time; however, in order for a ML to take effect during an ongoing semester, the process must be completed on or before Friday of the sixth (6th) week of the

semester. A voluntary ML lasts until the end of the current academic semester and may last up to two full academic semesters. If a ML lasts for longer than an academic year, students are expected to adhere to curriculum changes in their program of study during their absence.

ML Semester	Deadline to Request ML
Fall Semester I	Friday of 6th week of fall semester I
Fall Semester II	Friday of 6th week of fall semester II
Spring Semester I	Friday of 6th week of spring semester I
Spring Semester II	Friday of 6th week of spring semester II
Summer Semester I	Friday of 6th week of summer semester I
Summer Semester II	Friday of 6th week of summer semester II

Requests for reinstatement from a voluntary ML must be submitted no later than six (6) weeks before the semester in which the student wishes to start. Applications for reinstatement will not be considered after the deadlines.

ML Semester	Deadline to Request Return from ML
Fall Semester I	Six weeks prior to start of spring semester I
Fall Semester II	Six weeks prior to start of spring semester II
Spring Semester I	Six weeks prior to start of summer semester I
Spring Semester II	Six weeks prior to start of summer semester II
Summer Semester I	Six weeks prior to start of fall semester I
Summer Semester II	Six weeks prior to start of fall semester II

A compassionate withdrawal is a student initiated voluntary separation from the College for extraordinary cases, not related to the student's personal physical or mental health, preventing the student from continuing at the College. This status, if granted, seeks to reduce the negative impact on the student grade point average.

Examples of conditions for which a student may request a compassionate withdrawal include:

- Care of the student's seriously ill child, parent, spouse/domestic partner
- Death of a student's immediate family member

Immediate family member is defined as a child, parent, sibling, spouse/domestic partner, mother-in-law and father-in-law. Domestic partners are defined as persons who reside in the same home who have reciprocal duties to and do provide financial and/or emotional support for one another.

Student must initiate a ML or a CW by contacting the Student Success Department. To begin the process of requesting a ML or CW, the student shall reach out to Student Success Department and meet with a staff member who will guide the student through all leave options available, the medical leave process, and required documentation to request a leave. The Student Success Department is located in the Finney Building and is also available at (314) 286-4891 and ssc@ranken.edu. Students seeking a voluntary medical leave must submit the following documentation to Student Success Department:

(1) Medical Leave of Absence (ML) Application; and
(2) Consent for Release of Information.

The designated committee identified by the VP for Education has discretion to grant or deny the request. Once the Application and Consent are received, Ranken staff may contact the student's treatment provider(s) to obtain additional documentation to fully assess the ML request. The Student Success Department will notify the student in writing of the determination. The Student Success Department will make all reasonable efforts to ensure that determinations are communicated within four (4) weeks of receipt of all forms required; however, there may be circumstances in which the determination takes longer. In such circumstances, the Student Success Department will notify the student in writing of the reason(s) for the delay and the date they expect to render a decision.

If a medical leave or compassionate withdrawal is granted, the student's transcript will reflect "W" grades for the courses enrolled during the semester of the medical leave or compassionate withdrawal. During an ML/CW, students are not allowed to take Ranken courses, live in on-campus

housing, or participate in student organizations, clubs, and/or activities. Students are not eligible for financial aid while on an ML/CW; however, an ML/CW does not impact a student's future eligibility for aid. For more information about the impact of ML/CW on student loans, contact Financial Aid at (314) 286-4878 or financialaid@ranken.edu. The student may forfeit any Ranken-funded scholarship that may have been awarded while enrolled in their major. The student may also become ineligible to receive a tuition credit that was previously awarded. Eligibility for tuition credits and/or Ranken-funded scholarships will be determined by the Business Office or the Financial Aid Office. Ranken's policies on refunds for tuition and housing are still applicable to students who decide to take a ML/CW. Please review the Ranken Student Handbook, specifically the Credit Balance and eRefund Policy, the Return of Title IV Aid Policy, the Return of Unearned Tuition Assistance Policy, and the Bookstore Refunds Policy.

When applying for readmission, students are encouraged to consider whether they are healthy enough to return to school as future requests for medical or compassionate withdrawals for the same or similar conditions may not be granted. Students seeking to return from a voluntary ML must submit the following documentation to the Student Success Department:

(1) ML Student Success Plan; and
(2) ML Treatment Provider Report.

The ML Treatment Provider Report must be completed by each and every one of the student's providers of medical services (including mental health services) during the ML period. The form elicits pertinent information, including (i) the student's diagnosis(es); (ii) the student's Whether a medical or compassionate withdrawal is granted, W grades for the withdrawal semester will appear on the student's transcript. Any Medical/Compassionate withdrawal will still follow Ranken's refund policy as listed in the handbook.

OFFICIAL WITHDRAWAL FROM THE COLLEGE

Students desiring to voluntarily withdraw/separate from the College must begin the withdrawal process a Student Success Advisor.

CREDIT BY ASSESSMENT

Ranken Technical College participates in several programs designed to evaluate educational experiences obtained through high school programs. This program is designed to assist the College and the student to equate previously acquired knowledge in terms of college credit. The credit by assessment program is one of the measures used to determine a high school student's level of achievement and learning attained through a high school and/or a technical program. Any student enrolled at Ranken who has participated in one of the assessment programs may be eligible to receive college credit.

Students are strongly encouraged to consult with members of the admissions staff regarding use of credit by assessment in their educational plans. Visit the Student Success Department (Room F207 on the 2nd Floor of the Finney Building) or call (314) 286-4891 for more information (including fees), to register for an assessment, or to make a testing appointment.

CREDIT BY EXAMINATION

Ranken Technical College welcomes students from a wide variety of backgrounds and learning experiences. Many students come to our institution with a firm grounding in some of the areas we teach. We recognize prior learning by accepting and proctoring exams which measure mastery of college-level, introductory course content in a wide range of general education disciplines. For most standard general education areas, students may take the College-Level Examination Program® (CLEP®) exams. Students who obtain the credit-granting score required may earn credits and course exemptions for courses listed in the degree requirements. Anyone interested in taking a CLEP exam should contact the Student Success Department (ssc@ranken.edu).

Career Success Skills (BUS 1001) is a general education course covering job-readiness attitudes and behaviors, and computer skills specific to the Microsoft Office Suite and the College's Learning Management System, Inside Ranken. Students wishing to take an exam to prove mastery of the content may do so by contacting the Student Success Center.

Students that have attempted, and withdrawn from a general education course, receiving a W Grade on their transcript, may attempt the test out option for that course. Students who have unsuccessfully attempted a general education course, receiving a D, F, or WF on their transcript, will not be permitted to attempt the test out option for the course. Students are only allowed to attempt the test out exam once for a course.

CLEP® Exam Title	Required Score	Credit Granted	Equivalent Course
American Government	50	3 credit hours	POL 3208
College Algebra	50	3 credit hours	MTH 2112
College Composition Mod. (without essay)	50	3 credit hours	ENG 1101
Financial Accounting	50	3 credit hours	MNG 3300
Introductory Psychology	50	3 credit hours	PSY 1206
Introductory Sociology	50	3 credit hours	SOC 1206
Principles of Macroeconomics	50	3 credit hours	ECO 3205
Principles of Management	50	3 credit hours	MNG 1204
Principles of Marketing	50	3 credit hours	MNG 4200

Note: Other CLEP® tests may also be administered for students wishing to obtain credit for courses required at other institutions to which they may be transferring. Please contact the transfer institution regarding the institution's program requirements and CLEP® test policy.

Other credit by assessment options are also offered through the individual departments at Ranken for selected other courses. Please contact the Admissions office at (314) 286-4809 for more information.

ADVANCED PLACEMENT EXAMINATION

Advanced Placement (AP) examinations are administered through high schools and the CollegeBoard (collegeboard.org). An official score report must be submitted to the Registrar's Office for evaluation. A minimum AP score of 3 must be earned to grant credit for comparable Ranken Technical College courses.

AP Exam	Required Score	Ranken Course Equivalent	Credits Awarded
AP Microeconomics	3	ECO3210 Microeconomics	3
AP Macroeconomics	3	ECO3205 Macroeconomics	3
AP English Language & Composition	3	ENG1101 College Composition I	3
AP Calculus AB	3	MTH2240 Survey of Calculus	3
AP Calculus BC	3	MTH2240 Survey of Calculus	3
AP Statistics	3	MTH3113 Statistical Analysis	3
AP Physics 1	3	PHY2230 College Physics	3
AP United States Government & Politics	3	POL3208 American Government	3
AP Psychology	3	PSY1206 Introduction to Psychology	3

Grades for Credit by Assessment, Credit By Examination, and AP Exams

Credits earned by examination and equated to a specific Ranken course will appear on transcripts. No letter grade will be given; the symbol "CL" will appear in lieu of a grade. A student must be currently enrolled at Ranken before credit may be issued.

Transfer of Credit by Assessment

Students should be advised that schools to which they transfer may not necessarily make the same decision on the granting of credit as was made at Ranken. Each institution makes its own evaluation of coursework and examinations. Some institutions do not accept credit by assessment for transfer.

CREDIT FOR PRIOR LEARNING PROGRAM

Information, skills, and accomplishments may be acquired in the community or on the job. To the extent that such prior learning is at a level equivalent to education offered by Ranken Technical College, a student may earn credit for it toward a degree. The credit for prior learning program at Ranken Technical College enables a student to receive credit for learning gained outside of educational institutions. The process for demonstrating learning by portfolio is a self-evaluation whereby the student must describe such learning in terms of competencies. The student provides the evaluator with documentation of the competencies, which can then be assessed and validated to determine both a theoretical and practical understanding of the subject matter. For more information or for eligibility inquiries, contact the Admissions office to schedule an appointment with an admissions counselor.

TRANSFER CREDIT

Students who have completed (or plan to complete) coursework at a non-Ranken, regionally accredited college or university may request an evaluation for transfer credit. External coursework may be considered for transfer of credit if all of Ranken's Criteria for Assessment are met.

The transfer work must first be officially accepted into the College through the Office of the Registrar. After the transfer credit has been approved by the Office of the Registrar, any technical credit will be assessed by the Dean of Academic Affairs or Vice President for Education after consulting with the appropriate department chair to determine if the transfer work can be used to satisfy a department major requirement. Grades received at a previous institution will not be calculated into students' Ranken grade point average (GPA).

Criteria for Assessment

- Courses must have been taken at a regionally accredited institution in the U.S. or at an officially recognized institution in a foreign country. See the International/Abroad Institutions section below for additional information.
- The university or college offering the courses allows these courses to be used for credit towards its own undergraduate degree.
- General Education credit earned during the ten years preceding entry may be transferred. Credit older than 10 years will be reviewed and approved at the discretion of the Registrar.
- Courses must be substantially equivalent in nature, level, and content to Ranken courses.
- Courses cannot duplicate, overlap, or regress previous work.
- Courses must have been completed with a grade of 'C' (or better). P/Pass grades are accepted only if it can be confirmed via the official transcript key or institution's website that the minimum required grade to earn a 'P' (Pass) grade is a 'C' (or better).
- In order for approved transfer credit to be awarded, students must submit an official transcript that clearly indicates all of the following information for each course:
  - Course codes or numbers
  - Course titles or descriptions
  - Final grades earned
  - Course credits earned

- This will be at the discretion of the Department Chair, Vice President for Education, Dean of Academic Affairs, and Registrar.
- A minimum of 50% of the credits required for a degree or certificate must be earned in residence at Ranken.

International/Abroad Institutions

For students requesting transfer credit of coursework completed at an international institution prior to enrolling at Ranken, all of the below information must be submitted in order for an assessment to be completed. Please note that all documentation must be in the English language (or must have a certified English translation).

Students must provide official documentation that clearly states:

- The Institution's accreditation (must be officially recognized)
- The Institution's grading scale or system. Note: If a course has a 'P' or 'Pass' grade listed, then the grading scale must explicitly state what the minimum grade is to earn a passing grade. Pass grades are accepted only for courses for which letter grades were not an option and for which the standard of passing is a 'C' (or better).
- The Institution's credit system (quarter, ECTS, semester).
- The minimum number of credits required to complete the undergraduate program at the Institution. (This must be from an official source, such as a course catalog).
- The level of coursework (transfer credit can only be awarded for college-level work).

Students are encouraged to purchase a third-party, course-by-course international transcript translation and evaluation service, as most of these services include all of the above mentioned information. Some examples of these services are:

- World Education Services (http://www.wes.org/students/)
- FTS (Foundation for International Services, Inc.) (https://www.fis-web.com/course-by-course-evaluations)
- Educational Credential Evaluators (https://www.ece.org/SiteMain/28/49)
- International Education Services by AACRAO (http://ies.aacrao.org/evaluations/appform.php?type=ind)

TRANSFERRING OF ASSOCIATE DEGREE

Ranken Technical College is accredited by the Higher Learning Commission, a regional accrediting body. Prospective students' best assurance that they are dealing with a reputable college is accreditation by recognized associations such as the Higher Learning Commission.

Students wishing to transfer Ranken credit to another institution should be aware that granting transfer credit is always at the discretion of the receiving college. In no case is credit automatically transferable between colleges unless there is some special agreement (articulation) in effect. Students should consult a counselor or academic advisor at the college or university to which they are interested in transferring regarding transferability of credit earned at Ranken.

COMPLETION TIMEFRAME FOR TECHNICAL CERTIFICATES AND DEGREES:

To maintain the integrity of technical certificates and degrees presented by Ranken, it is important to recognize that technical courses are subject to evolving technological developments and methodologies, which inherently drive course changes. These individual changes have a cumulative effect on a program overall making a significant shift in the curriculum over time. The rate of change is precipitous enough in the technical areas that periodically the material is considered to have experienced a major update. Therefore, the time limit to complete any technical certificate or degree is double the typical length of the program. For example, for a two-year program a student has four years to complete the program starting from the date they initially began the program. Any person wishing to obtain a technical certificate or degree outside of that timeframe must repeat the program of study.

Standards of Conduct

While in attendance at Ranken or representing the College off campus, students are required to conduct themselves in accordance with acceptable moral and social standards, to comply with all of the rules and regulations of the College, and to preserve and protect all property that has been provided by the College for students' education and benefit. Violations of rules and/or regulations will subject students to a reprimand, suspension or dismissal depending upon the seriousness of the violation and consideration of the students' records. The following are examples of specific reasons for reprimand, suspension or dismissal:

1. Being under the influence of, consuming, manufacturing, selling, distributing or otherwise using alcohol, illegal drugs or controlled substances without proper prescription or required license while on College property
2. Gambling on premises
3. Insubordination to College authorities
4. Malicious destruction of College property, including misuse of computing resources
5. Failure to comply with the appearance and safety policies
6. Theft or pilferage
7. Failure to wear safety glasses in designated areas
8. Academic dishonesty, forgery, falsification of records
9. Conduct which interferes with the right of fellow students to obtain maximum benefit from their education
10. Bringing weapons on College property, and/or illegal or unauthorized possession or use of firearms, explosives, other weapons or hazardous chemicals
11. Failure to comply with parking regulations
12. Driving in an unsafe manner on or near the College property
13. Behavior that is threatening to any Ranken employee or student, including harassment, bullying, stalking, sexual misconduct, retaliation
14. Being in possession of or viewing pornography on College property
15. Inappropriate conversations that include racist, sexist or violent comments
16. Behavior that is disruptive to any class, lab, shop or studio session
17. Fighting

WORK ETHIC POLICY

Work ethic at Ranken Technical College encompasses those values, attitudes and behaviors that are sought by employers and are likely to lead to successful careers. In keeping with the wishes of our founder and the employers who hire our graduates, Ranken is committed to preparing each student for their maximum employment potential and opportunities.

Students in day undergraduate programs are awarded a work ethic grade for each semester that they are enrolled at Ranken. This grade is based upon practices that are common in business and industry today, whereby an employee's performance is assessed using one of the following descriptions:

- Exceeds Expectations (EXE)
- Meets Expectations (MEE)
- Needs Improvement (NIM)
- Does Not Meet Expectations (DNM)

Technical faculty will assign work ethic grades for students at the end of each semester. General education courses may affect a student's work ethic grade through written communication with the technical faculty. Students who are classified as "General Education Only" students will receive a work ethic grade for the semester. The general education department head will assign the work ethic grades according to general education instructors' input.

Disciplinary problems will be handled according to existing policies or practices. Technical faculty will also assign work ethic grades to students who withdraw or who are dismissed from their technical major prior to completing the full semester. Students who earn a grade of "Exceeds Expectations" will receive a congratulatory letter from the Vice President for Student Success at the end of each semester for which the grade is awarded. Students should provide copies of these letters to potential employers.

CORE WORK ETHIC TRAITS

The College has defined the following core work ethic traits on which students will be evaluated for their work ethic grades:

Pride in performance

- » Uses time effectively
- » Takes personal satisfaction in a job well done (performs quality work regardless of whether or not it is monitored)
- » Self-motivated; does not require micro-management
- » Goal oriented
- » Dedicated; persists to obtain results

Ability to get along with others (supervisors, co-workers, customers)

- » Courteous
- » Considers viewpoints and feelings of others (can put self in others' shoes)
- » Team player (can defer own needs for greater good of group)
- » Avoids language or actions that may offend others
- » Careful not to distract co-workers from their tasks
- » Diplomatic; tries to resolve conflicts tactfully
- » Can work with diverse groups of people

Positive attitude/approach

- » Exhibits a willingness to try
- » Willing to do whatever tasks need to be done
- » Assists co-workers in need of help
- » Flexible when considering new or different ideas/approaches
- » Offers criticism in a constructive way
- » Focuses more on fixing a problem rather than on placing blame

Respect for workplace structure

- » Accepts and respects authority
- » Is punctual
- » Meets deadlines
- » Follows general policies and procedures
- » Follows safety standards
- » Conforms to appearancestandards
- » Conforms to attendancestandards

Honesty

- » Tells the truth
- » Does not cheat
- » Honors their word
- » Accepts responsibility for actions; does not cover up or redirect blame when an error is made
- » Credits others when incorporating their work

Work Ethic Requirements

Work ethic grades may directly impact a student's employability. Employers typically seek first to hire those students who earn a work ethic grade of "Exceeds Expectations" or "Meets Expectations" during their studies at Ranken. While a grade of "Needs Improvement" will allow students to earn a certificate or degree from

Ranken, students earning this grade will be encouraged to improve their work ethic grade each semester in order to improve their employability.

To earn a certificate or degree from Ranken, students must earn a work ethic grade of "Exceeds Expectations," "Meets Expectations" or "Needs Improvement" in more than one-half of all semesters attempted at Ranken. This requirement means that a student who enrolls in four semesters at Ranken and who receives a work ethic grade of "Does Not Meet Expectations" in two of the semesters may not receive a certificate or degree.

In some cases, students who receive a work ethic grade of "Does Not Meet Expectations" may be allowed to improve their grade to "Needs Improvement." The procedure for accomplishing a change in work ethic grades includes the following steps:

1. Students must satisfactorily complete a work ethic course immediately following the semester for which the grade of "Does Not Meet Expectations" was awarded.
2. Students must earn a work ethic grade of "Exceeds Expectations" or "Meets Expectations" for the semester that immediately follows the semester for which the grade of "Does Not Meet Expectations" was awarded.
3. After completing steps 1 and 2 above, students may then petition the dean of academic affairs to change the work ethic grade from "Does Not Meet Expectations" to "Needs Improvement."

As stated previously, students who earn a work ethic grade of "Does Not Meet Expectations" in one-half of the semesters attempted at Ranken may not be eligible to receive a certificate or degree. These students may be required to enroll in a work ethic course during their studies at Ranken to qualify them to earn a certificate or degree. The College reserves the right to deny certificates and degrees to students who fail to meet our work ethic standards.

ATTENDANCE POLICY

Students are expected to attend all scheduled course sessions. Students are also expected to arrive on time and remain for the duration of each course session. Students are responsible for monitoring their attendance record on Inside Ranken.

Seated/Face-to-Face Courses:

All students in all departments will be held to the following standards:

» The allowable number of absences is based on the number of sessions the course is scheduled to meet.

Minimum # of Course Sessions	Maximum # of Course Sessions	Allowable # of Absences
	Up to 18	1
19	31	2
32	43	3
44	56	4
57	68	5
69	80 and above	6

» Cancelled course sessions and holidays do not affect the allowable number of absences.

» The number of scheduled course sessions can be found on the course syllabus.

» Arriving after the scheduled start time or leaving before the scheduled end time will result in a tardy designation for attendance. A tardy is defined as a period of up to 10 minutes during the scheduled class time when a student is not present.

- Every two tardies will count as one absence. (two tardies = 1 absence, four tardies = 2 absences, six tardies = 3 absences, etc.)
- Students missing more than 10 minutes of the course session will be counted as absent.

» Students will be allowed to make up reasonable academic work missed due to an absence. Reasonable work includes homework, quizzes and tests. It is not reasonable to make up missed shop and lab hands-on work.

Online Courses:

All students in online courses will be held to the following standards:

- Students are expected to actively participate in all course sessions.
- Online courses run from Monday at 12:00 a.m. CST to Sunday at 11:59 p.m. CST.
- Students must actively participate at least once per week to be counted present in their online course for that week. To satisfy weekly attendance requirements online, students must complete one of the following actions as directed by the instructor:
  - Submit an academic assignment
  - Submit a quiz or exam
  - Participate in a posted online academic discussion
- Simply logging into the class without active participation does not constitute official weekly attendance. Participation must be within Inside Ranken and/or the learning management system used in the class, such as MyMathLab, SAM, or MindTap.
- The allowable number of absences is based on the total number of sessions the course is scheduled to meet.

Minimum # of Course Sessions	Maximum # of Course Sessions	Allowable # of Absences
	Up to 8	1
9	16 and above	2

- Each week the online course meets is considered a session.
- The number of scheduled course sessions can be found on the course syllabus
- Failure to actively participate during the week will result in an absence for that weekly session.
- Calculations for tardies do not apply to online courses.
- Students will be allowed to make up reasonable academic work missed due to an absence. Reasonable work includes homework, quizzes and tests.

Internship Courses:

- Internship courses will follow the same attendance policy as online courses in that students must actively participate at least once per week to be counted present.
- Students must submit weekly attendance reports, signed by their supervisor, noting the number of hours the student reported for work.
- Students must comply with the reporting requirements of the employer.
- Students will be allowed to make up reasonable academic work missed due to an absence.

Hybrid Courses:

- Hybrid courses will follow the same attendance policy as seated/face-to-face courses in respect to the following:
  - The allowable number of absences is based on the total number of sessions the course is scheduled to meet as identified in the course syllabus.
  - Cancelled course session and holidays to not affect the allowable number of absences.
- Scheduled Seated Course Sessions:
  - Seated courses sessions are not considered optional.
  - Seated course sessions are clearly noted in the course schedule found in the syllabus.

- Arriving after the scheduled start time or leaving before the scheduled end time will result in a tardy designation for attendance. A tardy is defined as a period of up to 10 minutes during the scheduled class time when a student is not present.
    - Every two tardies will count as one absence. (two tardies = 1 absence, four tardies = 2 absences, six tardies = 3 absences, etc.)
    - Students missing more than 10 minutes of the course session will be counted as absent.

» Virtual Course Sessions:

- Virtual course sessions are clearly noted in the course schedule found in the syllabus.
- Virtual asynchronous sessions: To be marked present, students must submit an online assignment that is due the date of the online course session by the designated time noted in the course schedule.
    - Tardies will not apply to online asynchronous sessions.
- Virtual synchronous sessions: To be marked present, students must submit an online assignment that is due the date of the online course session by the designated time noted in the course schedule. During the prespecified synchronous sessions, students will be required to have their webcams on.
    - Logging in after the scheduled start time or disconnecting before the scheduled end time of the prespecified session will result in a tardy designation for attendance. A tardy is defined as a period of up to 10 minutes during the scheduled class session when a student is not present.
    - Every two tardies will count as one absence. (two tardies = 1 absence, four tardies = 2 absences, six tardies = 3 absences, etc.)

» Students will be allowed to make up reasonable academic work missed due to an absence. Reasonable work includes homework, quizzes and tests. It is not reasonable to make up missed shop and lab hands-on work.

Remote Learning Days:

Remote Learning Days are declared by the College when a situation arises that interferes with the students' safety or the ability to conduct classes. Students will be alerted of a Remote Learning Day via Ranken's emergency notification system. The message will indicate that students must check their Inside Ranken email for the instructions for a virtual/online learning day. The Attendance Policy will still apply to Remote Learning Days. Attendance for that course session will be taken following the guidelines for a Hybrid Virtual Asynchronous Session, in which students must submit the designated assignment to be considered present.

Exceeding Allowable Absences:

Students who exceed the allowable number of absences in a course are not eligible to voluntarily withdraw from the course. Dismissal from a course for exceeding the allowable number of absences always results in a WF grade, regardless of the student's academic standing at the time of the dismissal.

Upon receiving notification that they are being dismissed from a course for excessive absences, students are encouraged to meet with their instructor to ensure attendance records are accurate and complete. Students may appeal the course dismissal for exceeding attendance to the Registrar's Office. Appeals to the Registrar's Office must be made within two school days after receiving notification of exceeding attendance.

The Registrar's Office will investigate the facts of the appeal. In cases where it appears that a student has extenuating circumstances concerning a course appeal, the Registrar's Office may allow the student to continue in the course or may forward the appeal to the College's Academic and Disciplinary Review Board (ADRB). The student will be notified via email the result of the Registrar's Office's review of the appeal. If the appeal is not granted, a hearing will be scheduled and the student will be given the opportunity to appear before the board. Information concerning the ADRB procedures may be obtained from the Dean of Academic Affairs.

Students will not be allowed to remain in classes pending the completion of the appeal process.

Procedure for Appeals:

To initiate an appeal the student must:

1. Submit the notice of appeal form (found on Inside Ranken) to the Registrar's Office.
2. Provide any documentation to support their position.

The Dean of Academic Affairs will notify the student, faculty member, and other interested parties of the date and time of the hearing so they may make a statement regarding the proceedings.

DISMISSAL FROM THE COLLEGE FOR EXCEEDING IN ALL COURSES

Students who exceed the allowed number of absences in all courses will be dismissed from the College with a status of withdrawn. Students expecting to return to the College may apply for readmission before being allowed to register for classes. The readmissions process begins in the Registrar's Office.

STUDENT IDENTITY VERIFICATION POLICY

This policy will apply to all distance education courses offered, which include courses when instruction is delivered to students that are separated from the instructor and where technology is used to support regular and substantive interaction between the students and the instructor.

Ranken Technical College has processes in place to ensure that a student registering for a course is the same student who participates in the course and receives course credit, primarily through the use of a secure login and password. All distance education courses are offered through Inside Ranken, the College's learning management system. All students are provided a user name and password for secure access to the College computers and Inside Ranken upon entry into the College. All students are responsible for maintaining security of user names and passwords, or any other access credentials as required. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited.

Students are responsible for providing their complete and true identity information in any identification process. The Information Services Office provides a unique user name and password to each student. It is against College policy for a student to give someone their password to allow other users to use their account.

Faculty teaching courses through distance education methods hold primary responsibility for ensuring that students comply with the student identity verification policy. As technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to design courses that use assignments and evaluations that support academic integrity. Changes in student behavior such as sudden shifts in academic performance or changes in writing style or language used in discussion groups or email may indicate academic integrity problems. Faculty should routinely use a variety of assessment instruments which may help identify a difference in student identity. As best practices suggest, faculty should routinely ask students to share in appropriate ways important ideas learned from texts and references, require research projects and paper assignments to be submitted in steps, and/ or use a plagiarism checker.

EMERGENCY NOTIFICATION SYSTEM AND INCLEMENT WEATHER

In the event of dangerous weather, particularly snow or ice, and/or any adjustments to the College's schedule, such as cancellation or delayed star, students will be notified via the notification system, which will generate a text message to the assigned cell phone and/or email address. Notifications are also posted on the Inside Ranken web portal and on the College's social media accounts. To sign up for notifications, log on to Inside Ranken and click on the notifications tab, or use the following direct link: https://ranken.omnilert.net/subscriber.php?command=show_signup.

A delayed start means that all classes that normally start and stop before the delay started are cancelled. For example, if it is announced the school day will start at 10:30 a.m., a class that is scheduled from 8:05 a.m. to 10:25 a.m. will be cancelled. A class that is scheduled from 8:05 a.m. to 11:55 a.m. will start at 10:30 a.m. and end at 11:55 a.m. Any class that is scheduled to start after 10:30 a.m. will start and stop at the normally schedule times.

APPEARANCE

Because of Ranken's commitment to the work ethic component of our educational formula, and in consideration of the fact that appearance is vital in achieving career success, the College sets forth the following standards for all students attending day programs. In keeping with the neatness and safety

requirements of the College, students are required to wear apparel as prescribed by each department while attending classes on campus or during an off-campus college function.

General Guidelines

Students must present an appearance appropriate to the expectations and standards adopted by the college and the industries wherein they will ultimately seek employment. No clothing should be wrinkled, torn, restrictive, unsafe, or revealing. All choices comprising an appearance standard are generally suited to the daily tasks and responsibilities of the job. To that end, students are required to wear approved clothing appropriate to their technical major for three reasons:

1. To practice the important employability skill of presenting a professional appearance.
2. To foster a spirit of professionalism.
3. To further the image of the college and its students.

The Vice President for Student Success shall resolve any questions regarding interpretations of this policy.

Hair

- Hair must be clean, trimmed and groomed.
- Hair must not present a ragged or uncombed appearance. For safety reasons, students with long hair may be requested to secure their hair back in certain situations or for certain classes.
- Unnatural hair colors are unacceptable.
- No words, images or designs can be cut or etched in hair.

Piercings

Students may wear small, stud-styled earrings (those that do not dangle) in the lobe of the ear only. One set of small earrings (one in each ear) is permitted. No other visible piercings, e.g. nose, eyebrows, cheek, tongue, chin or chest are acceptable. Body piercings other than earrings must be removed.

Headwear

Students may wear hats, caps, scarves or other headgear on campus. However, no head coverings may be worn in the classrooms, labs, studios or shops except where approved by the department and in accordance with their guidelines.

Facial Hair

All facial hair must be mature growth (at least one-eighth inch) on the first day of the semester. Facial hair must be kept trimmed, shall not exceed one-half inch in length and shall conform to the shape of the face. Etching into the eyebrows is not allowed.

Approved Clothing

Approved clothing must be clean and present a professional appearance.

Shirts

- Students must wear any polo-style, button-front dress-casual, button-front work shirt, or tapered blouse with the appropriately embroidered Ranken logo. Shirts may be purchased in the Ranken Bookstore.
- Students may purchase comparable shirts elsewhere and have the official Ranken logo embroidered by an embroidery shop. ("Comparable" means collared shirts of the same style with no other obtrusive logos, although, there may be minor differences in color and trim.)
- Students must wear shirts tucked at all times.
- Students may leave the top button of any shirt unbuttoned.
- In addition to the Ranken logo, students in special industry-sponsored programs, such as the General Motors ASEP, Toyota T-Ten programs, etc. may display that program's logo. Members of Phi Theta Kappa honor society may also display their logo.

Outergarments

In classrooms and certain labs, an outer garment may be worn over Ranken logoed shirts in cool weather provided it is a plain sweatshirt or sweater with a Ranken logo (as supplied by the bookstore or comparable), and meets the guidelines and safety considerations established by the technical department. Certain departments may restrict this choice to one or the other. Neither option applies to labs or shops where prohibited by safety considerations.

Pants

» Approved pants consist of dress-casual styles, such as Levi "Dockers," or cotton-blend, uniform style work pants such as "Dickeys," "Big Mac," etc.

» Oversized, baggy, low riding, wide flares, denim styles, cargo style, capris and other non-traditional pants are not acceptable.

» A black, or brown belt must be worn.

The following departments require students to wear a specific type and/or color of approved pants

Department	Color
Advanced Precision Machining Technology	Dark Colors
Agricultural Engineering Technology	Dark Colors or Khaki
Automotive Collision Repair Technology	Navy Blue
Automotive Maintenance Technology (WTZ)	Navy Blue
Automotive Professional Technician	Navy Blue
Ford ASSET	Dark Gray or Navy Blue
GM ASEP	Black or Dark Gray
Honda PACT	Navy Blue
Toyota T-Ten	Black or Dark Gray
High Performance Racing Technology	Navy Blue
Diesel Technology	Navy Blue
Carpentry and Building Construction	Carpenter Whites
Electrical Division Students	Dark Colors or Khaki*
Fabrication and Welding Tech.	Dark Colors or Khaki*
Heating, Ventilation, Air-Conditioning Tech.	Dark Colors or Khaki*
Major Appliance Technology	Dark Colors or Khaki*
Plumbing Technology	Dark Colors or Khaki*

*Workwear pants may be worn in these designated departments only. Workwear pants are solid-color Carhartt-style pants (Pants made of flame-resistant durable canvas material with extra external pockets and reinforced seams. Blue or Black Jeans may not be worn.)

Departments not Specified:
Student enrolled in Architectural Technology, Information Technology and Building Systems Design Technology may wear a pant color of their choice.

Students Enrolled In General Education ONLY
Students enrolled in only general education classes are required to wear the uniform of their declared major department.

Footwear by Department/Division

All footwear must be clean, safe, in good repair. Students must always wear shoes which completely cover the foot.

Architectural Technology, Building Systems Design Technology and Information Technology Division

» Dress shoes and the appropriate hosiery are standard. No sport or athletic shoes of any kind are allowed.

Agricultural Engineering Technology, Electrical Division, Heating, Ventilation, Air conditioning and Refrigeration Technology

» Leather work shoe or boot or solid black leather athletic shoe required. Steel toe is not required.

Carpentry and Building Construction Technology

» Work or construction related boots with rigid sole. No sport or athletic shoe of any kind allowed.

Advanced Precision Machinery, Plumbing Technology, Fabrication and Welding Technology

» Leather work shoe or boot. Steel toe not required. No sport or athletic shoes of any kind are allowed.

Automotive Division

» Dark, solid-color leather work shoe/boot or solid black leather athletic shoe required. Steel toe is not required.

Undergraduate Evening Certificate Program

Students attending programs offered in the evening or continuing education divisions are generally accustomed to adhering to appearance standards from their employer. In accordance with these same values, Ranken sets forth the following standards for evening students.

» Students must wear their hair in accordance with safety regulations of their technical department.
» Students must always wear shoes which completely cover the foot.
» Students must not use or display language or images which provoke, alarm, offend, or disparage on clothing or other personal items.
» Student must wear uniform or denim style bottoms.
» Students attending evening programs, BSAM, or General Education may not wear shorts, yoga pants, sweat- pants, joggers, tank tops, halters, pajama pants, lounge wear, sleep wear or any type of skimpy garment.

Questions and Exceptions

Students with questions about the comparability of apparel not purchased from our bookstore should direct such questions to the Vice President for Student Success. Exceptions to appearance and dress code may be made for individual students with special circumstances, such as pregnancy, medical conditions, or religious beliefs. These exceptions will be determined on a case-by-case basis by the Vice President for Student Success.

Shop Safety Protection

It is mandatory that all persons wear safety glasses with side shields in shop areas. Anyone reported without safety glasses and side shields in designated areas will be suspended for up to two days for the first offense and dismissed from the College on the second offense. Any time you enter or pass through an area where safety glasses are required, regardless of whether or not a class is in session or you are a participant in the class, safety glasses must be worn.

Missouri has a very stringent law regarding the use of safety glasses in college shops and labs. Ranken strictly enforces both the letter and spirit of this law. Missouri state law requires that students use INDUSTRIAL GRADE safety glasses, with side shields, that is, glasses that meet standards defined by the American Standards Institute (ANSI) Z87.1-1968 and subsequent revisions. If you do not wear prescription glasses, you can purchase a pair of approved safety glasses with side shields from our bookstore (or you may provide your own, providing they meet the above standards). If you wear prescription glasses, you have two choices:

1. Wear protective goggles over your regular prescription glasses
2. Buy a pair of INDUSTRIAL GRADE prescription glasses with side shields

Most students find choice (1) to be uncomfortable and opt for choice (2). Regardless of the choice, students need ANSIZ87.1 industrial safety glasses. Remember to order your safety glasses well in advance of the start of college so your glasses will be ready by the first day of class. Students who must walk through a shop, lab or studio where safety glasses are required to get to a classroom in which safety glasses are not required, MUST wear safety glasses with the side shields while traveling through the shop. Any Ranken staff member observing a student not wearing safety glasses with side shields in a required area will direct the student immediately to the Vice President for Student Success.

Smoke-free and Tobacco-free Campus Policy

Ranken Technical College is committed to providing a safe and healthy working and learning environment for the students, faculty, and staff on its campus, it hereby adopts the following smoke free and tobacco-free policy.

The policy applies to the following definitions of smoking/tobacco:

» "Electronic Smoking Device" means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

» "Hookah" means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

» "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Article.

» "Tobacco Product" means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation, ingestion, or absorption; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

The Smoke free and Tobacco-Free Policy applies to all Ranken facilities, property, and college vehicles, owned or leased, regardless of location. Smoking and the use of tobacco products shall not be permitted in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, and private residential space within Ranken housing. Smoking and the use of tobacco products shall also be prohibited outdoors on all Ranken property, including, but not limited to, openly in parking lots, paths, fields, and recreational areas. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

Faculty, staff, students, and visitors may smoke in their personal vehicles or off Ranken property. Everyone who is smoking must remember that it is their responsibility to properly dispose of their cigarette butts. Throwing butts out of cars in parking lots and on the grounds outside Ranken property will not be tolerated.

Drug Awareness and Prevention

General Policy Statement

The possession or sale of illegal drugs (controlled substances) is illegal and any faculty member, employee or student who possesses, sells or uses such illegal drugs shall be subject to dismissal. This policy also applies to faculty and staff members who report to work or who are at work under the influence of illegal drugs or alcohol. Similarly, any possession of alcohol on Ranken premises aside from Ranken sponsored events is strictly prohibited. Faculty, staff or students in possession of alcohol will be subject to immediate dismissal. The "campus" consists of all property owned by Ranken Technical College plus any areas in which Ranken students are working or visiting in connection with their education at Ranken.

Ranken Technical College publishes this statement to notify its students — because it is, and wishes to remain, a federal grantee — that it is Ranken Technical College's policy to maintain a drug-free campus. All students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on Ranken's campus or locations.

As a condition of training at Ranken, every student must:

1. Abide by the terms of this statement
2. Notify the director of public safety, (314) 286-3300 of any criminal drug stature conviction or a violation occurring at the work place no later than five days after such conviction. Upon such notification, Ranken must notify the U.S. Department of Education within ten days and take one or more of the following actions with respect to any student so convicted:

a. Take appropriate action

b. Require the student to participate satisfactorily in drug abuse assistance or a rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

Vehicle Regulations

VEHICLES IN VICINITY OF CAMPUS

Ranken is committed to ensuring that our students and employees drive safely and sensibly in the neighborhoods surrounding our campus. Our goal is to ensure the safety of our students, employees, and neighbors. Therefore, we work closely with the police department and neighborhood groups to identify and stop those who drive carelessly or recklessly around our campus. Those caught speeding or driving recklessly in the vicinity of the College may be subject to disciplinary action. Violators will be referred to the Vice President for Student Success or their direct supervisor and Human Resources.

PARKING REGULATIONS

Parking on any public street around campus is strongly discouraged and is at an individual's own risk.

If parked on a public street around campus, Public Safety has no jurisdiction and will not be able to safeguard any vehicles or belongings. It is recommended to park on campus where Public Safety is better able to monitor your vehicles. Ranken Technical College takes measures to keep College, employee and student property safe and secure but is not responsible for vehicle thefts, stolen items from vehicles or any damage to any vehicle which may occur.

If parked off campus at the St. Louis campus, be advised that St. Louis City street cleaning takes place from 12:00 to 3:30 p.m. the second Wednesday and Thursday of each month, and vehicles are not allowed to park along the side of the street they are cleaning during these listed times. Please be aware of the city-posted signs when parking off campus.
Vehicles parked in violation of these dates and times may be subject to a St. Louis City parking citation.

For safety and security reasons, it is necessary to have parking regulations. Everyone must abide by the following guidelines:

- All students parking on campus must have a Ranken parking sticker posted on the upper or lower left portion (driver's side) of their windshield. The parking sticker must remain visible at all times while parked on campus. At the beginning of each semester, there will be a one-week grace period during which the students will be reminded to acquire and/or display their parking permit and become familiar with the parking locations on campus. After the grace period, no vehicles will be allowed to park on campus without a parking sticker properly displayed. Parking stickers are issued by the Department of Public Safety.
- Visitor parking spaces are for visitors only.
- Designated handicap parking spaces are for the exclusive use of vehicles displaying state issued handicap

  placards or state issued disabled license plates.
- Double parking is not allowed.
- Any vehicle on campus must be parked in the appropriate parking lot. If a parking lot has been assigned to you, you must use your assigned lot.
- Blocking or partially blocking any roadways on campus is not allowed. For safety reasons, there must remain enough room for any emergency vehicle to pass through at all times.
- Parking in any area that is not designated as a parking space is prohibited unless specifically directed by Public Safety or other faculty/staff member.
- No parking in alleyway.

DRIVING REGULATIONS

Driving on campus must be done with utmost care to ensure the safety of others and their property. The Ranken campus is small and is often congested; therefore, driving on campus is a privilege and not a right. Everyone must abide by the following guidelines:

- Drivers who perform unsafe acts may be disciplined, up to being barred from driving on campus.
- The speed limit on campus is 10 mph on the streets and 5 mph in the alleyways. Speeding is strictly prohibited.
- Driving any vehicle on any area of the College property not designated for vehicular traffic is prohibited unless specifically directed by campus security or other faculty/staff member.
- Driving against the flow of traffic is prohibited.
- All traffic signs must be obeyed.

Violations

Violations of any of the vehicle regulations will result in the issuance of a violation notice. Violation notices are issued no more than every 24 hours for the same violation in the same space. Multiple violations may result in revocation of parking/driving privileges while on campus. Individuals receiving a violation notice will be subject to the following disciplinary action:

First violation - Warning ticket. This ticket will inform the individual of the violation, but will not carry a penalty fee. The individual should make careful review of their violation to prevent future infractions, each of which will carry a fee.

Second violation - The individual will receive a ticket for the sum of $20.

Third violation and beyond - The individual will receive a ticket for the sum of $20.

Payment

Fines must be paid within 30 days at the Business office.

Violation Accrual

Violations accrue over the course of the academic year with the amount of violations being reset at the start of the fall semester each year. All fines carried over will not be reset and must be paid.

Notification

The individual should consider a ticket as their primary notification. If a valid email address is on file with the Department of Public Safety, an additional email notification may be sent.

Appeals Process

Individuals wishing to appeal a violation notice, he or she may do so by picking up an appeal form at the Department of Public Safety located inside Walker Hall. This form must be submitted within three business days of the violation date. Appeals that are received after three business days will not be heard. Individuals are notified of the parking appeal board's decision following the meeting. The decision of the parking appeal board is final and cannot be appealed.

ID Policy

GENERAL POLICY STATEMENT

The Ranken 1Card is an official Ranken Technical College photo ID card. In addition to identifying the relationship with the College, the card provides access to meal plans, residence halls and other buildings with access control doors, and other services and events. For the safety and security of our college community, all students and employees are required to wear a Ranken 1Card in an appropriate and visible location (e.g., around neck, on shirt, on belt, or on pants pocket).

For safety, instructors may require students to wear Ranken 1Cards in an alternative location or remove while in shops or labs. Otherwise, Ranken 1Cards should be visible at all times. Dorm residents are not required to wear a Ranken 1Card while in the residential area of Walker Hall, but must wear one at all other times while on campus. Ranken name tags cannot be used in lieu of a Ranken 1Card.

Who Qualifies for a Ranken 1Card?

All current students, faculty, staff, part-time employees and adjuncts qualify and need to obtain a Ranken 1Card. All others who have an active status with Ranken qualify and need to have an ID card. For account information, and to add funds to your Ranken 1Card, visit https://eaccount.ranken.edu. You will need to use your Inside Ranken user name and password to access this site.

Expiration of the Ranken 1Card

ID Cards are valid while cardholder still has an active status with the College.

Photo taking

For 1Card photos, Ranken requires individuals to remove any items not worn as part of their daily appearance (e.g., prescription eyeglasses). The only exceptions are items worn for cultural and religious reasons. All bandannas, hats,sunglasses and/or visors, etc., are to be removed before picture is taken. The Ranken 1Card photo will be an un-obscured, full-face-view picture.

Card Fee Structure

First Card - All initial ID Cards will be provided at no charge.

Replacement Cards - A $10 fee must be paid before being issued a replacement card. This fee must be paid in the Business office. Free replacements may be issued in extreme, very rare hardship cases.

Reporting a Lost/Stolen Card

To report a lost or stolen card, please call (314) 286-3300, where someone is available 24 hours a day. The College provides replacement service of Ranken 1Cards during operational hours. The cards can be replaced in the Department of Public Safety.

Forgotten Card

If you have forgotten your Ranken 1Card, you need to contact the Department of Public Safety, located inside Walker Hall. Public Safety will issue a one-time-only temporary ID card marked "Visitor." Temporary IDs are to be turned into Public Safety at the end of the day the card was issued, or a fine will be assessed to the person's account. Additional temporary ID needs or new Ranken 1Card needs will be at the discretion and approval by the Vice President for Student Success or Director of Public Safety.

Separation from College

Students that are removed from the college for disciplinary reasons will be asked to surrender their cards at the time of dismissal.

VISITORS

Visitor ID

Visitors are signed in when they enter College property, and they will be given Visitor ID Cards. Visitor ID Cards are available at each guardhouse location, located at Finney, Cook and Mary Ann Lee lots. Visitor ID Cards must be worn on the outermost clothing and be visible. Emergency contact information will be given on the back of each Visitor ID Card. Visitor ID Cards must be returned to the location they were given. If a Visitor ID Card is lost, Public Safety must be notified immediately at (314) 286-3300.

Myrtle and Earl Walker Residence Hall Visitors

Walker Hall Visitor ID Cards are only available at the public safety control desk inside Myrtle and Earl Walker Residence Hall. All visitors of the Myrtle and Earl Walker Residence Hall will be directed to park in the Cook or Mary Ann Lee Technology Center parking lots. The Walker Hall Visitor ID Card must be worn on the outermost clothing and be visible at all times when outside a student's residence. Emergency contact information will be given on the back of each visitor ID card. The visitor card must be returned to the public safety control desk

upon the departure from campus. If a Walker Hall Visitor ID Card is lost, the Department of Public Safety must be notified immediately at (314) 286-3300.

Tours

Visitors who are part of a tour will not be given a visitor ID card. Only group leaders will be provided a visitor ID card and they are responsible for their group. When touring Myrtle and Earl Walker Residence Hall, the College official with the group will sign the name of the group in and out at the Public Safety control desk. Visitor ID cards will be returned to the location they were given. If a Visitor ID Card is lost, the Department of Public Safety must be notified immediately at (314) 286-3300. Admission tours will not be given Visitor ID Cards. Admissions counselors will have their Ranken ID Card visible when leading tours. When touring the Myrtle and Earl Walker Residence Hall, Admissions counselors will sign in and out at the Public Safety control desk.

General Rules and Regulations

- You will be held accountable for any losses or damages of College or personal property for which you are responsible.
- The College is not responsible for the loss or theft of items left in your personal locker.
- The College is not responsible for the loss or theft of items left in your automobiles on campus.
- The rules of the College apply to students who are off-campus during school events (such as field trips).
- Students are permitted to have electronic devices while on campus. However, in the event that an electronic device interrupts a course session, the student may be subject to disciplinary action.
- All music must be at a reasonable volume level as determined by public safety or faculty/staff.

Finances, Tuition and Fees

TUITION & FEES

All Ranken students enjoy a unique financial benefit. The College's endowment fund and development efforts provide substantial support to the yearly cost of the school operation, which results in lower tuition and fees for Ranken students. This lower tuition rate can be readily verified by comparing Ranken's tuition to that of similar private educational institutions. By providing lower tuition for all students, the College remains true to its emphasis on student success, quality education and graduate placement in jobs for which they are well-trained.

Ranken Technical College reserves the right to change established tuition, fees and services, to add additional fees and services and to determine the effective date of such changes without prior notice.

For all updated tuition costs, please visit www.ranken.edu.

eBilling

All students may locate their invoices and/or statements of account by logging into Inside Ranken at http://insideranken. org. Students who do not have sufficient financial aid to cover all costs (tuition, fees & bookstore charges) will make their payment(s) via CASHNet. Monthly payment plans must be set-up through the CASHNet billing system by logging into Inside Ranken and selecting the "finances" tab. A non-refundable fee, based on the number of payments chosen, will be charged to the student's account. All payments should be made via the CASHNet system.

Sponsorship Payment Agreement

The employer's responsibility for all registration fees, tuition, books, tools, lab fees, laptop fees, testing fees and student fees begins on the first day or evening of the semester, regardless of academic status or receipt of grades. If the employer wishes to withdraw sponsorship, the employer must notify Ranken Technical College in writing prior to the first day or evening of class. Notification letters received after the semester begins will only be used for subsequent semesters. Students will not be authorized to attend the

next semester until all financial obligations have been met for the current semester.

RETURNED CHECK AND ACH RETURN POLICY

If a personal check or an ACH payment accepted by any unit of the College is returned unpaid by a financial institution, the student who submitted the check or ACH payment must pay a penalty of $20. In addition, the student could be placed on a check privilege suspended list and be required to pay future charges in cash or certified funds. The penalty charge is subject to change without prior notice.

INSTITUTIONAL REFUND POLICY

If an applicant cancels their registration prior to the start of class, all money paid in advance toward tuition, lab fees, laptop fees, certification testing fees, student fees and organizational fees (if applicable for the program) will be refunded. The $95 registration fee is non-refundable. If the applicant has purchased items from the bookstore, those items will need to be returned to the bookstore to receive a refund, per the Bookstore Refund Policy listed in Student Handbook. If items are not returned to the Bookstore, the student will be responsible for any costs associated with a Bookstore purchase.

RANKEN 1CARD REFUND POLICY

If a student withdraws, is dismissed, graduates or is separated for any reason from the College, funds remaining on the Ranken 1Card are nonrefundable.

WITHDRAWALS AND ASSOCIATED CHARGES/CREDITS

Withdrawal from the College

You must drop the class before the semester starts to avoid responsibility for payment of fees. A 100 percent credit will be issued through the end of the day before class begins. (A "day" is defined as a working day.)

Beginning with the first day of class, any student who withdraws from the College will receive a credit of institutional charges according to the following schedule:

1. Withdrawal from the College during the first week of the semester = 90% credit of institutional charges.
2. Withdrawal from the College during the second week of the semester = 60% credit of institutional charges.

*After the end of the second week of the semester there will be no refund of institutional charges due to withdrawal from the College.

The student may forfeit any Ranken funded scholarship that may have been awarded while enrolled in their major. The student may also become ineligible to receive a tuition credit that was previously awarded. Eligibility for tuition credits and/or Ranken funded scholarships will be determined by the Business office or the Financial Aid Office.

Withdrawal from Technical Major Only:

Beginning with the first day of class, any student who withdraws from all of their technical major coursework but remains in general education classes will receive a credit for coursework attempted according to the schedule below:

1. Withdrawal from technical major coursework and remaining in general education classes during the first week of the semester = 90% credit for technical coursework attempted and a charge of the current per-credit-hour rate for general education classes.
2. Withdrawal from technical major coursework during the second week of the semester = 60% credit for technical coursework attempted. No additional charge for general education classes.

*After the end of the second week of the semester there will be no credit for coursework attempted.

Eight Week Coursework Only

Beginning with the first day of class, any student attempting eight weeks of coursework, who withdraws from the College, will receive a credit of institutional charges according to the following schedule:

1. Withdrawal from the College during the first week = 60% credit of institutional charges.

*After the end of the first week of the semester there will be no credit for coursework attempted.

Withdrawal from the College refers to the student's Last Date of Attendance (LDA) as determined by attendance records and reported to the Registrar's office. For the purpose of this policy, "institutional charges" refers to charges for tuition, lab fees, laptop fees, certification testing fees, organizational fees, and student fees. Different withdrawal deadlines may apply to summer semester courses if the courses are less than sixteen weeks in duration. All institutional refunds will be calculated by the Business office and credited to the student's billing account within 30 days of official notification of the student's withdrawal.

READMISSION

Students who have left the College prior to completing their course of study, or Ranken graduates seeking further degrees or certificates may apply for readmission. All candidates must submit a separate readmission application. Applicants returning to the College in good standing can readmit without submitting the registration fee. Good standing is defined as no outstanding financial obligations to the college, meets all academic standards, and no disciplinary infractions. Military Service Members that withdraw because of service requirements can readmit without charge at any time and continue their program. Contact the Registrar's office for additional information.

CREDIT BALANCE AND EREFUND POLICY

During the semester, a credit balance may be created in a student's account from excess Title IV financial aid funds. If this occurs, the student may be entitled to a refund. The refund must be paid to the student or parent (Parent PLUS Loan only) within 14 calendar days after the funds have been applied to the student's billing account. In order to expedite the refund, students should participate in the eRefund process. Students may find information regarding this process by logging into their Inside Ranken account and selecting the "finances" tab.

The student may become ineligible to receive a tuition credit and/or any Ranken funded scholarship that was previously awarded if the student withdraws or is dismissed from the College. Eligibility for tuition credits and/or Ranken funded scholarships will be determined by the Business office or the financial aid counselor on a case-by-case basis. The student will be notified by the Business office and/ or the financial aid counselor accordingly.

RETURN OF TITLE IV AID

In addition to the Institutional Refund Policy, all students receiving Federal Financial Aid, who completely withdrawn from the College, will be subject to the "Return of Title IV Aid" formula derived from the 1998 Reauthorization of the Higher Education Act. The federal formula is applicable to any student receiving Title IV federal financial aid, other than Federal Work Study, if that student withdraws on or before the 60th percent point in time in the semester. Withdrawal from the College refers to the student's last date of attendance (LDA) as officially recorded in the Registrar's office. According to the Return of Title IV Aid formula, students earn their financial aid on the basis of the portion of the semester that has been completed in conjunction with the institutional charges that have been accrued for that semester. The College also earns a portion of the financial aid.

Financial aid that is determined to be unearned by the student and/or College must be returned to the appropriate Title IV program(s). The amount of unearned aid is calculated as a percentage by taking the number of calendar days completed in the semester and dividing by the total days in the semester. Scheduled vacation periods of more than five days are excluded.

All students subject to this return formula will have their student billing accounts charged for any refund the College is required to pay back to the Federal Financial Aid Program(s). Students will be notified in writing by the Business office of any adjustment that has been made to their student billing account.

If funds were released to a student because of a credit balance on the student's account, the student may be required to repay some of the Federal grant and/or loan proceeds released to him/her. Any loan funds that the student may be required to return may be repaid in accordance with the terms of the promissory note. Any student responsible for returning grant funds will be notified in writing of the amount of the grant that must be returned/repaid. The student will have 45 days from the date of notification to repay the overpayment of grant funds to the College. The College will then return the money to the Department of Education. Failure to repay grant overpayments may result in the student being turned over to the Department of Education for collection.

The order in which Title IV funds are to be repaid is as follows:

1. Federal Unsubsidized Stafford Loan Program
2. Federal Subsidized Stafford Loan Program
3. Federal Parent PLUS Loan Program
4. Federal Pell Grant Program
5. Federal Supplemental Educational Opportunity Grant (SEOG) Program

Worksheets used to determine the "Return of Title IV Aid" amounts are available upon request from the Financial Aid office. For the purpose of this policy, "institutional charges" refers to charges for tuition, lab fees, certification testing fees, organizational fees, student fees and the documented costs of non-returnable books, tools and equipment (as determined by the bookstore).

RETURN OF UNEARNED TUITION ASSISTANCE

Students who use Tuition Assistance (TA) are expected to remain enrolled in the course throughout the duration of the semester. If a student using TA withdraws from the course, the student may no longer be eligible for the full amount of the benefit that was originally authorized. To remain in compliance with the Department of Defense's policy, Ranken Technical College will return any unearned TA funds through at least 60% of the semester on a prorated basis. The amount of unearned TA that is returned is based on the date of withdrawal from the course. After 60% of the semester has passed, TA will not be evaluated for a return to the Department of Defense (DOD).

As an institution, we will bill the DOD after 60% of the semester has passed to reduce the amount of incorrect TA funds being disbursed by the DOD to Ranken Technical College. Ranken will only bill for the amount the student earned given their enrollment.

BOOKSTORE REFUND POLICY

Items returned must be accompanied by a receipt. There will be a 10% restocking fee. No cash refunds will be given; there are no exceptions. Refunds will be issued to the student's account. ALL materials must be UNOPENED, exactly as they were when purchased (not worn, washed, used, etc.) and submitted for refund or exchange within 30 days of purchase.

Books

» Textbooks may be returned to the Ranken bookstore for refund up to 14 days from the start of the semester.

Tools

» Tools are returnable for a full refund within 30 days of purchase, providing tools are resalable as deemed by the bookstore director. Resalable tools are tools that have not been used, engraved, marked on, damaged or abused in any way.

» Tools are returnable in the event a student withdraws from the College, subject to the following conditions:

- Return is made within 20 days after the date listed on the withdrawal notification.
- Tools have been purchased within the semester of withdrawal. Tools purchased prior to this time period are considered used and not returnable.
- Defective tools may be exchanged pending the bookstore director's approval.
- Used tools are not returnable barring special circumstances as determined by the bookstore director.

» Students withdrawing from the College have 30 days from the Last Date of Attendance (LDA) in which to retrieve tools. If tools are not retrieved after 30 days, they become the property of Ranken Technical College.

» Tools purchased from the Ranken bookstore will be covered for the duration of the manufacturer's warranty through the bookstore. This policy applies to individual tools or those that are part of a tool kit. Abuse, neglect, or tampering of any type is not covered. Warranty times begin at the time of purchase and not the first usage of the tool. Receipts are required to receive warranty work.

Financial Aid Information

Financial aid information is free and available at the Financial Aid office. Ranken participates in three basic categories of financial assistance:

TYPES OF FINANCIAL AID

Government Programs

Ranken participates in the following federal financial aid programs:

» Pell Grant (need based)
» Supplemental Educational Opportunity Grant (need based)
» Federal Work Study program (need based)
» William D. Ford Direct Loan programs
  • Subsidized Loans (need based)
  • Unsubsidized Loans (non-need based)
  • Parent PLUS Loans

Missouri State Programs

State grant aid is available to Missouri residents only. Programs include but are not limited to:

» Access Missouri Grant
» Bright Flight Scholarship
» Vietnam Veterans Survivor Grant

For a complete listing of Missouri state financial aid programs please call 1-800-473-6757 or visit www.dhe.mo.gov. Complete information on each of these programs is available at the Financial Aid office.

Students who are interested in participating in any of the federal/state financial aid programs must first fill out a Free Application for Federal Student Aid (FAFSA).

Additional Loan Program

Ranken Technical College participates in the private (alternative) loan program.

Please see the Financial Aid office for additional information regarding private loans.

VERIFICATION PROCESS

Federal regulations require that the U.S. Department of Education select a certain percentage of financial aid applicants to verify the information they provided on the FAFSA. This process is called "verification." In addition to the government's selection of applicants, the College may also require financial aid applicants to verify their information if there is reason to believe that the information on the FAFSA application is inaccurate.

The following process applies to all students who are selected for verification and have officially registered to attend the
College:

» An initial letter will be sent to the student explaining that he or she has been selected for verification and it will describe the necessary documents that must be submitted to fulfill the verification

requirements. Upon receiving the required documents, the Financial Aid office will electronically correct the students' FAFSA application. The request(s) for verification documentation will continue until such time that the student has:

- Successfully completed the verification process and all appropriate corrections have been made by the Financial Aid office. OR
- Notified the Financial Aid office that he or she is not interested in receiving financial aid and will NOT be completing the verification process.

Once the verification process has successfully been completed, the student will be eligible to receive Federal Title IV financial aid and if applicable, Missouri state aid, provided he or she has met the general eligibility requirements for receiving financial aid.

GENERAL STUDENT ELIGIBILITY REQUIREMENTS

» Must be enrolled as a regular student in an eligible program
» Must have a high school diploma or the equivalent
» Must be maintaining standards of academic progress for financial aid
» Must have resolved any drug conviction issue
» Must be a U.S. citizen, U.S. permanent resident, citizen of the Freely Associated States; the Federated States of Micronesia and the republics of Palau and the Marshall Islands or be an eligible non-citizen
» Must not be in default or owe a repayment of Federal Title IV funds

DETERMINING FINANCIAL AID AWARDS

Eligibility for aid may be determined by both federal and state authorities in conjunction with the College's Financial Aid office. If approved for federal and/or state aid by those governing agencies the College must determine if the student is eligible to receive aid, based on the General Student Eligibility Requirements previously outlined. Eligibility for specific loan programs (need based vs. non-need based) is determined by the Financial Aid office.

COST OF ATTENDANCE

Every student who receives financial aid has a calculated cost of attendance (COA). The COA includes the actual cost of tuition, fees, books, tools, housing allowance, personal expenses, transportation, and average loan fees* (if applicable). Ranken utilizes the College Board's living expense budget figures. The budgets are development based on data from the most recent years' Consumer Expenditure Survey (CES), produced by the U.S. Bureau of Labor Statistics.

*Average federal loan fees are calculated based on a students' dependency status as determined by the FAFSA (dependent or independent.

DISBURSEMENTS OF AWARDS

Financial aid awards are disbursed no sooner than the beginning of the second week of the semester or period of enrollment. Aid is generally received by the College via electronic funds transfer (EFT) and is credited to the student's billing account. In the event that funds are disbursed via check the appropriate endorser is notified by the College. Students must meet the General Student Eligibility Requirements in order to receive aid.

SCHOLARSHIP PROGRAMS

Ranken Technical College recognizes excellence in achievement. Scholarships may cover full or partial payment of tuition, books and tools, depending upon the individual's needs. Criteria for awards will vary and all students must complete the FAFSA before being considered an eligible recipient for institutional scholarship(s). Amounts of awards will also vary and are determined by a scholarship committee, which is composed of various faculty and staff members. For a complete listing of the institutional scholarships that are available, please contact the Financial Aid counselor.

PART-TIME EMPLOYMENT FOR STUDENTS

Ranken Technical College maintains a part-time employment service for active students who need supplementary income. Approximately 75 percent of Ranken students work at part-time jobs while maintaining satisfactory grades. Employment opportunities available on campus consist of both federal work study and regular student employment jobs. Federal work study eligibility is determined by the Financial Aid office. Contact Career Services for further information about part-time student employment opportunities available on or off campus.

COST OF ATTENDANCE

All financial aid recipients have a calculated cost of attendance. The cost of attendance comprises tuition, fees, books, tools, housing allowance, travel allowance, loan fees and miscellaneous expenses. The cost of attendance is calculated by the Financial Aid office and is used to determine eligibility for need-based and non-need-based financial aid.

STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID

Ranken Technical College has established measures for evaluating the academic progress and efforts of financial aid recipients to achieve an educational goal and degree. An assessment of these efforts will occur after the completion of each period of enrollment.

Grade Point Average

All financial aid recipients must maintain at least a 2.0 career GPA. Students who fail to meet this requirement will jeopardize their ability to receive financial aid.

Completion Rate

Regulations also require a student to complete a program of study within 150 percent of the published program length, measured in attempted and transfer hours. In order to abide by this regulation a student must complete at least 67 percent of their cumulative attempted hours. Accepted transfer hours are included in the 150 percent maximum time frame calculation but are not included in the 67 percent completion rate calculation. If a student's cumulative completion rate is less than 67 percent, the student will be placed on financial aid warning for one semester. At the completion of the warning semester, one of the following will occur:

- The student's cumulative completion rate is at least 67 percent and the student returns to "good standing" for financial aid purposes
- The student's cumulative completion rate is NOT 67 percent or greater but the student's semester completion rate is 67 percent or greater, therefore; the student will remain on financial aid warning
- At the end of the semester the student's cumulative completion rate and semester completion are both less than 67 percent, therefore; the student is terminated from any additional financial aid

Maximum Time Frame

As stated above, federal regulations require students to complete their program of study within 150 percent of the published program length. For example, a student enrolled in a program requiring 89 credit hours will lose all financial aid eligibility after the student has attempted 133 credit hours. Developmental courses are not counted in the 150 percent maximum time frame calculation; however, accepted transfer hours are counted in the 150 percent maximum time frame calculation.

Appeal & Reinstatement

If extenuating circumstances (illness, death in the family, etc.) contributed to the student's lack of satisfactory academic progress, the student may request an appeal to have their financial aid eligibility reinstated. Requests for an appeal must be made in writing to the director of financial aid. If the student does not qualify to file an appeal, the student may pursue reinstatement by attending Ranken without any financial aid until he or she has attained a career GPA of 2.00 or better and a cumulative completion rate of 67 percent or better. A student may also request reinstatement if a grade change has improved the academic status to the required minimums.

Additional Information

- This policy applies to all Federal Title IV programs, all state programs, and all alternative (private) loans and most institutional programs.
- Attempted courses are those that remain on the academic transcript after the end of the add/drop period.
- Completed courses are those in which a grade of A, B, C, D, F, P or NP is received. Courses in which a WP, WF or W

  is received are not considered completed.
- Students must be enrolled in a program of study leading toward a degree offered by the College.
- Students cannot continue receiving financial aid for the same program in which they have already received a

  degree.
- This policy is cumulative and regulations state very clearly that they apply to any financial aid applicant/recipient regardless of prior financial aid history (or lack thereof).
- Students who desire to change their major should immediately contact the director of financial aid to determine the impact on their financial aid eligibility.

DEFERMENTS AND FORBEARANCES

Students who have federal student loans that are currently in repayment should contact the Financial Aid office to discuss the availability of a deferment or forbearance while in attendance at least half time (6 credit hours) per semester. A student may qualify to have current loan payments suspended while attending Ranken Technical College.

Student Life

ALUMNI ASSOCIATION

All graduates of a certificate or degree program are eligible for membership in the Alumni Association. Membership is free. Ranken is dedicated to providing each graduate opportunities to revisit and reconnect with the campus and classmates through alumni activities catered to the interests of each department. In addition, money saving discounts on products and services are also available to Ranken graduates.

Whether through mentoring, participation in events, a donation, or a student referral, your contribution to the College is immeasurable. We also hope as a lifelong member of the Alumni Association and Ranken family, that you will keep us up to date with changes in your life wherever you go and you will come back often. For more information about Ranken's Alumni Association, please visit the Alumni Relations office or call (314) 286-4846.

CAREER SERVICES

- Full-time and part-time job placement assistance
- Job fairs
- Career seminars
- Career advising
- Graduation ceremony

Phone: (314) 286-3665 Email: careerservices@ranken.edu Hours: Monday – Friday 8:00 a.m. – 4:00 p.m.

DEPARTMENT OF PUBLIC SAFETY

In order to ensure the safety and security of students, security personnel need to be able to easily verify the identity of students. Therefore, all students are required to have student IDs and have them in their possession while on campus. The Ranken 1Card serves as student ID, and is issued to all students by the Department of Public Safety and Security.

Lost and Found is maintained by public safety at the control desk inside Walker Hall. Please contact the Department of Public Safety if you have lost or found any items and they will document the item(s) accordingly. Security personnel are on duty 24 hours a day. If you need assistance from security personnel, please visit the 24-hour security center on the ground floor of Walker Hall or call (314) 286-3300.

- Emergency phone messages
  - During your course of study at Ranken, a member of your family may encounter an emergency that requires your presence. In such an event, the Registrar's office will do everything possible to contact you during class hours. The key point to remember is that the reason for contacting you during class hours must be a verifiable emergency. If family members need to contact you during class hours, they may call Public Safety at (314) 286-3300. The caller should be prepared to give your complete name and major course of study, and be prepared to describe the complete nature of the emergency, why you are needed, and be prepared to give their name and telephone number.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program provides confidential, free, short-term counseling with professionals in your area who can help with your concerns. The SAP is provided by ComPsych Corporation and offers counseling, legal, and financial consultation and work-life assistance services to students and their household family members.

For 24/7 live assistance, call 877.616.0513 or go to GuidanceResources.com to register and receive the support you need right away.

REGISTRAR'S OFFICE

- All academic records
- Personal information changes
- Diploma issue/diploma replacement
- Readmission Assistance
- Enrollment verification reports
- Good student discounts/full-time status forms
- Degree audits and academic honors
- Release of information forms
- Transcript evaluation for transfer credits
  - There is no charge for official transcripts for students currently in attendance. There is a fee for requests for transcripts by students who are no longer attending. Requests must be made in person or via the website at www.ranken.edu/transcript-request-form.
- Veteran's Benefits

Hours of operation: Monday - Thursday, 7:30 a.m. - 6:00 p.m.
Hours of operation: Friday, 7:30 a.m. – 4:00 p.m.

RESIDENTIAL LIFE

The Myrtle & Earl Walker Residence Hall, which opened in 2009, has the capacity to house more than 200 students. Visit the Residential Life office located on the first floor of Walker Hall for assistance with any of the following:

- On-campus housing at Walker Hall
- Housing information, applications, contracts, and policies
- Programming for events to address academics, community, wellness, and citizenship

- Residence Hall Association
- Hours -- Monday - Friday 9:00 a.m. - 5:00 p.m. (when school is in session)
- Available by appointment before 9:00 a.m. and after 5:00 p.m.

STUDENT FEE

Students are charged a fee that is used to support programs and activities for a well-rounded educational experience. This fee is nonrefundable, and we encourage students to take advantage of the many activities offered.

STUDENT ACTIVITIES AND ORGANIZATIONS

Please visit ranken.edu for list of current activities and organizations.

STUDENT SUCCESS

The Student Success Department works in concert with other departments at the college to coordinate and promote student success outcomes. Staff members of the Student Success Department are advisors and counselors who coach and mentor students in all programs and locations throughout their Ranken education. They get involved with all dimensions of the student experience from the classroom and student services to campus operations and partnerships with the broader community to ensure students are supported and experience achievement. All services are free of charge and are designed to support a successful college experience and future career.

For more information about services provided by Student Success, email ssc@ranken.edu or call (314) 286-4891.

The department provides the following services:

- Ranken Ready
- New Student Orientation
- Academic Support & Accommodations
- Academic Probation/Success Plans
- Assistance with Time Management and Organization
- Coaching/Mentoring
- Counseling
- Readmissions Plan
- Tutoring

STUDENT SUCCESS CENTER (SSC)

The Student Success Center (SSC) provides a pleasant and inviting space for student learning and socializing. It is a resource area for all customers of the college: students, faculty, and staff. The SSC is an open-access computer lab equipped with a printer and a coin-operated copier and scanner for those who frequent the space. The SSC is also the hub of the College's library functions and academic resources where students and employees can access dozens of local academic libraries as well as the resources at many local libraries. Students can perform research, network, participate in study-communities, meet with tutors or study quietly. Services include:

- Certification Testing
- Computer/printer access and assistance
- Credit by Examination (Career Success Skills test-out)

If you need assistance or have any questions or concerns, please contact the helpdesk @ helpdesk@ranken.edu call 341.286.4891 or email ssc@ranken.edu. The SSC is open daily from 7am-7pm, Monday through Thursday and on Friday from 7am-3:30pm.

STUDENTS WITH DISABILITIES

In compliance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Ranken Technical College makes every effort to accommodate individuals with disabilities. Auxiliary aids and services are available upon request to individuals with disabilities. A student with a disability is eligible to receive reasonable accommodations if the documented disability is a learning, mental or physical impairment that substantially limits one or more major life activities.

The Student Success Department coordinates support services for students who have properly documented disabilities of a permanent or temporary nature, provided that accommodations do not create an undue hardship on the College.

To obtain accommodations, students must identify themselves to the Student Success Department and provide written documentation of their disabilities from qualified professionals or agencies. Please refer to the following URL for the Academic Accommodations Policy and the Service Animal and Emotional Support Animal Policy: https://insideranken.org/ICS/Student_Services/.

In order to have accommodations in place at the start of the semester, documentation should be provided to the Student Success Department in person or digitally at academicaccommodations@ranken.edu at least 30 days before the start of the semester. However, documentation may be provided at any time, and accommodations will be set up as promptly as possible. Once the documentation has been reviewed, the student will be informed of their eligible accommodations.

The student must then sign and return the Release of Information form, included with the letter and noting the eligible accommodations, to the Student Success Department. Following the return of the Release of Information form, each of the student's instructors will be notified, in writing, of the appropriate accommodations for that student. The student must then request the accommodations desired from the instructor for each course. The student is also responsible for informing the Vice President for Student Success of any changes to their schedule so that the new instructor(s) may be sent the necessary documentation.

Following participation in the Interactive Process, the student and the faculty will be notified of the accommodations for which the student is eligible.

Ranken and the Student Success Department will make every effort to provide each student an equal opportunity to participate in the mainstream of college life at Ranken Technical College. You may contact the Student Success Department at (314) 286-4891 or ssc@ranken.edu.

SEXUAL MISCONDUCT

Ranken Technical College is committed to providing a safe campus for students, faculty, staff, and visitors. Ranken prohibits sexual misconduct on all of its locations and at Ranken-sponsored events off campus by all students, faculty, staff, and visitors regardless of sexual orientation or gender identity. Ranken will provide all students, faculty, staff, and visitors with tools and support to prevent sexual misconduct from occurring. Ranken will assist students, faculty, staff, and visitors in getting treatment, receiving confidential counseling, and reporting sexual misconduct should it happen. Anyone proven to have violated this policy will be disciplined up to and including dismissal from the College depending on the nature of the misconduct.

Sexual misconduct includes, but is not limited to, sexual harassment, sexual assault, sexual exploitation, stalking, dating/ relationship violence, and domestic violence.

» Sexual harassment – includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature including when:

  - submission to such conduct is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in other College activities;
  - submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting the individual; or
  - such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive campus environment.

» Sexual assault – an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual assault may include any non-consensual sexual intercourse or non-consensual sexual contact, however slight, with any object, by a person upon another person that is without consent and/or by force.

  - What is consent? "Consent" is an affirmative, conscious decision, indicated clearly by words or action to
    engage in mutually acceptable sexual activity.
  - Persons unable to provide effective consent include: minors; mentally disabled; incapacitated because of alcohol or drugs; sleep or unconscious; physically forced to participate; intimidated, coerced, or threatened (even a perceived threat); isolated or confined.

» Sexual exploitation – refers to a situation in which a person takes non-consensual or abusive sexual advantage of another such as taking pictures or recording sexual acts; exposing private parts; watching another person undress or use the restroom; administering alcohol or drugs (such as "date rape" drugs); or knowingly transmitting a sexually transmitted infection (STI), sexually transmitted disease (STD), venereal disease, or human immunodeficiency virus (HIV) to another person.

» Stalking – engaging in conduct directed at a specific person that would cause severe emotional distress, causing fear for life and safety.

» Dating/relationship violence – violence committed by a person who is, or has been, in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Prior consent does not grant future consent.

» Domestic violence – Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Sexual misconduct, including sexual assault, is a crime. It is important for all Ranken Technical College students, faculty, staff, and visitors to know where to turn for help and what to do if they are sexually assaulted. Whether the assailant is a stranger, acquaintance, close friend, or date, everyone needs to know available services to get the necessary treatment and counseling.

Everyone has the right to be emotionally and physically safe. A victim of sexual misconduct on Ranken property or at Ranken-sponsored events should take the following steps:

» Get medical attention as soon as possible. Evidence can be gathered by trained professionals at a hospital using a rape kit within four (4) days of the assault.

» It is extremely important to try to preserve all physical evidence. Do not bathe, douche, use the toilet, or change clothing if at all possible.

» Report the misconduct to Public Safety, the police, and/or a counselor.

Victims have the right to privacy. Choosing whether or not to report sexual misconduct is the victim's right, and the victim is strongly encouraged to report a sexual misconduct incident.

» If the misconduct happened on campus, the victim should report the misconduct to Public Safety at 314-

286-3300. Public Safety will assist the victim in contacting the appropriate law enforcement authorities.

- The victim may contact the police department directly, if preferred, by dialing 9-1-1; or in St. Louis City, the sex crimes division may be called at 314-444-5385. In Wentzville, dial 9-1-1, or if it is a non emergency, call 636-327-5105.
- The victim may confidentially report the misconduct to the College's professional counselor at 314-286-4845 without filing formal charges.
- Assistance is also available off campus:

Alternatives to Living in Violent Environments (ALIVE) ..... (314) 993-2777

Crime Victims Advocacy Center ..... (314) 652-3623

Life Crisis Services ..... (314) 647-4357

Sexual Assault Center Crisis Hotline (YWCA). ..... (314) 531-7273

St. Charles County Victims of Crime Assistance ..... (636) 949-7370

Victims have the right to a prompt, fair, and impartial investigation and resolution. If the accused is a student, faculty member, staff member, other individual working at Ranken, or visitor on the campus, the victim may file a written complaint with the Director of Public Safety or the Vice President for Student Success. An investigation will follow, including a hearing to gather information from the accused and the accuser. The investigation will be conducted by officials who receive annual training on issues related to sexual violence and how to conduct hearings that protect victim safety and promote accountability.

- Both the accused and the accuser are entitled to the same opportunity to have an advisor of their choice and others present during a hearing.
- Ranken will use a "preponderance of evidence" standard in conducting internal investigations related to sexual misconduct. This standard asks investigators to consider whether it is more than likely that a violation occurred.
- The accused and the accuser will be simultaneously notified in writing of the findings of the investigation; disciplinary action, if warranted; the appeal process, if applicable; any changes to the results before they are final; and confirmation when the results become final.
- Ranken will take immediate steps where necessary to protect the accuser pending the final outcome of an investigation, including alternative academic and residential accommodations. Public Safety will assist in formal victim protection options such as no-contact orders, restraining orders, and orders of protection.
- Disciplinary action under the College's regulations include written warnings, reprimands, probation, suspension, and dismissal from Ranken Technical College for students, faculty, and staff found guilty of sexual misconduct.
- Victims have the right to be free of retaliation when pursuing a claim. Retaliation by administrators, faculty, staff, or College agents against accusers and others who participate in a sexual misconduct investigation is prohibited. Accusers initiating false reports will face disciplinary actions, including those noted in the previous bullet point.

Various laws with reporting requirements have been enacted to ensure safe campuses free of sexual misconduct. All required investigations and reports will strive to preserve the confidentiality of sexual misconduct victims. Publicly available records will use 'Victim A' or other fictitious name to protect the victims' identities. Relevant laws include Title IX, Jeanne Clery Act, Campus Sexual Violence Elimination Act (SaVE), and Violence Against Women Act (VAWA).

Everyone's safety is important to Ranken. We will provide campus safety, crime prevention, and sexual assault awareness and prevention training to all students. Faculty and staff will also receive ongoing training. Annual training may be in the forms of policy distribution, discussion, and interactive video training materials.

Here is what students, faculty, staff, and visitors can do to avoid sexual misconduct situations:

- Be alert to surroundings and pay attention to suspicious-looking persons or activities.
- Do not engage in inappropriate relationships.
- Report all incidents and suspicious activities to Public Safety at 314-286-3300.
- Park on campus. Have keys ready and check the parking lot area when leaving.

» Walk with other people, especially after dark.
» If confronted, try to get a good description of the individual and vehicle, including license plate number if possible, to report to Public Safety.
» When dating, be aware of warning signs of abusive behavior such as excess alcohol or drug use, becoming sexually aggressive, and/or going to an isolated area.
» Take preventive action:
    • Make limits known as early as possible.
    • If a date becomes sexually aggressive, state "NO" clearly and firmly.
    • Try to leave the physical presence of a date becoming sexually aggressive.
    • Find someone nearby to ask for help.
    • Be responsible and limit alcohol consumption and drug use to avoid becoming vulnerable to someone who views a person under the influence of drugs or alcohol as a sexual opportunity.
    • Take care of friends and ask that they reciprocate. A real friend will challenge potential mistakes. Be open to listening and respecting friends who do.
» Participate in bystander intervention – Bystanders are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. A bystander is someone who is present and thus potentially in a position to discourage, prevent, or interrupt an incident.

Individuals are encouraged to speak out against attitudes that promote sexual misconduct and become more supportive of those who have experienced sexual assault. Intervention does not have to be confrontational. It can be telling a friend they are acting inappropriately, such as drinking too much or being too sexually aggressive, or as simple as calling Public Safety if assistance is needed on campus.

It is a priority at Ranken to provide all students, faculty, staff, and visitors with a safe campus environment where everyone is treated with respect and dignity. Questions or concerns regarding this policy may be addressed with the Vice President for Student Success.

Other Institutional Policies

ACCEPTABLE USE OF COMPUTER LABS

Introduction

Ranken Technical College is proud to offer computer and/or internet availability in its computer labs to students, faculty and staff. We believe this availability is a great service and instructional resource. We encourage students, faculty and staff to use the labs to assist with their curriculum and educational tasks, whether it be for instruction, homework, research (via the Internet), or curriculum development. The purpose of this policy is to protect the labs and their users from down time which may occur as a result of vandalism and misuse, and to ensure that the activities conducted in the labs are directly related to curriculum and educational tasks.

Scope

This policy pertains to all prospective, current and alumni students, and all Ranken Technical College employees who visit or use computer labs on campus. A computer lab is defined as a lab which contains computers, docking stations (for laptop computers), and peripherals and is scheduled to hold standard course lectures and labs, or is open for use as a resource to enhance overall technical and general education learning.

Responsibilities and Acceptable Uses:

» The use of computer lab hardware and software must be in support of education and research and consistent with the educational objectives of Ranken Technical College and its courses.
» Connections to the Internet must be in support of education and research and consistent with the

educational objectives of Ranken Technical College and its courses.

- All files and data created by the user must be saved to a removable drive or to their designated network directory, if one exists.
- It is the responsibility of Ranken employees to report any hardware or software problems they encounter, or are made aware of by a lab user, to the information services (IS) department.
- It is the responsibility of the IS department to minimize downtime and ensure that all computer systems in the labs are functioning and available for use. Furthermore, the IS department must ensure that all software installed on the systems is legally licensed to the College, and that reasonable efforts have been made to protect the systems and user's data from computer viruses.

Responsibilities and Unacceptable Uses:

- The primary focus of computer labs is for school-related work and course instruction. Any other internet use must be pre-approved by the lab supervisor.
- Playing games is strictly prohibited.
- Copying, downloading or using any unauthorized licensed or copyrighted programs in computer labs by any user is strictly prohibited.
- No food or drink is allowed in any computer lab.
- Viewing, transmitting or receiving material in violation of federal or state regulation is prohibited. This material includes, but is not limited to, copyrighted material, threatening or obscene language or material, pornographic material or material protected by trade secret.
- Destruction or misuse of computer hardware, software, data, fixtures, and furniture will not be tolerated and in most instances is a criminal offense. It is the responsibility of all users as defined in the scope of this policy to report any and all acts that are considered as unacceptable uses as outlined above to the director of information services, or a faculty member or lab supervisor who in turn will report this to the director of information services to take appropriate action.

It is the responsibility of the Director of Information Services to submit a disciplinary report form to The Vice President for Student Success, concerning any user defined in the scope of this policy who has participated in unacceptable uses as outlined above and to administer the appropriate disciplinary actions to violators of this policy. This action is based on the severity of the infraction and the recommendation of the director of information services, and may include a verbal warning, suspension, dismissal, and/or a report to an appropriate law enforcement agency.

Policy Disclaimer:

Ranken Technical College makes no warranties of any kind, whether expressed or implied, for the computer lab service it is providing. Ranken will not be responsible for any damages the user may suffer. This damage includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Ranken specifically denies any responsibility for the accuracy or quality of information obtained through its services. All data and/or files stored on Ranken Technical College computers are the property of Ranken Technical College, and therefore may not be viewed, modified or removed without notice to the creator of the data and/or files. Furthermore, all users should be aware that the College has the ability to monitor current activities on each and every computer remotely, which means that the College can and at times will monitor computer activity in an effort to enforce this policy.

ACADEMIC FREEDOM

The students enrolled at Ranken Technical College have the right to seek truth and knowledge in an atmosphere free of intimidation and coercion. Students are expected to respect the rights of all members of the College, and to exercise common sense, good taste and applied reason when testing their knowledge. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence. At no time shall the principle of academic freedom prevent the institution from taking proper efforts to assure the best possible instruction for all students in accordance with the mission and objectives of the institution.

COMPLAINTS

Students wishing to file a formal complaint may do so electronically via the following URL, http://ranken.edu/current- students/complaint/. Ranken will maintain a record of formal, written student complaints in the Office of the President. Distance education students dissatisfied with the college's complaint process may contact the state of Missouri's SARA office at https://nc-sara.org/state-portal-entity-contacts/.

CHANGES

Ranken reserves the right to change the rules governing admissions, tuition, granting of degrees or certificates, and made additions, or amendments to policies or any other regulations deemed necessary during the course of the school year. Ranken also reserves the right to make changes to curriculum and subject continuity and the right to cancel any course for which there is an insufficient number of applicants.