

# RANKEN

TECHNICAL COLLEGE

*This planner belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_



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## **A Message from the President**

After one year at Ranken Technical College, I am proud to say there have been a lot of positive changes and additions to the College. We have conducted a strategic planning process to ensure that we are still providing a one-of-a-kind education and that we will continue to provide our students with the best technical education possible.

We have opened new labs, partnered with community organizations and expanded our programs to meet the demands of our students. Our entire focus is to prepare Ranken students for success. The staff and faculty at Ranken exemplify the best of the best and share the same mission, to provide the necessary training to prepare each student for a career in the field.

The education at Ranken Technical College, unlike any other school I am familiar with, is focused on three main components - technical education, general education and work ethic, to prepare students for full-time employment. Every student receives hands-on training and one-on-one instruction in our one-of-a-kind classroom structure.

Our philosophy has been proven successful for over 100 years; 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 this vision and we look forward to having you as a part of our future success.

Sincerely,



Stan Shoun, President

Ranken Technical College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, disability, status as disabled veteran or veteran of the Vietnam era. Any person having inquiries concerning Ranken's compliance with implementing Title VI of the Civil Rights Act of 1964 or Title IX of the Education Amendments of 1972 is directed to contact: Vice President for Education, Ranken Technical College, 4431 Finney Avenue, St. Louis, Missouri 63113, (314) 286-3653.

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: Dean of Academic Affairs, Ranken Technical College, 4431 Finney Avenue, St. Louis, Missouri 63113, (314) 286-3627.

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## **Information Directory**

Academic Advising .....	(314) 286-3663
Student registration, veteran benefits certification, withdrawal from classes/college, degree audits	
Monday - Thursday .....	7:30 a.m. - 6:00 p.m.
Friday .....	7:30 a.m. - 3:30 p.m.
Admissions (admissions@ranken.edu).....	(314) 286-4809
New student enrollment/readmission, admissions testing	
Monday - Thursday .....	8:00 a.m. - 6:00 p.m.
Friday .....	8:00 a.m. - 4:00 p.m.
Saturday .....	8:00 a.m. - 12:00 p.m.
Bookstore .....	(314) 286-4820
Books & Tools, Supplies	
Monday - Wednesday.....	7:30 a.m. - 6:00 p.m.
Thursday - Friday.....	7:30 a.m. - 3:30 p.m.
Business Office (businessoffice@ranken.edu).....	(314) 286-4869
Tuition & fees, semester-by-semester payment agreements, student accounts, refunds	
Monday, Thursday & Friday .....	7:30 a.m. - 4:00 p.m.
Tuesday & Wednesday .....	7:30 a.m. - 6:00 p.m.
Tuition & payment due dates (except Friday) .....	7:30 a.m. - 6:00 p.m.
Cafeteria	
Monday - Thursday.....	7:30 a.m. - 2:00 p.m.
Monday - Thursday .....	4:00 p.m. - 6:00 p.m.
Friday.....	7:30 a.m. - 1:30 p.m.
Career Services (careerservices@ranken.edu).....	(314) 286-3665
Placement, employment opportunities, graduation ceremony	
Monday - Tuesday.....	8:00 a.m. - 5:00 p.m.
Wednesday - Thursday.....	8:00 a.m. - 8:00 p.m.
Friday.....	8:00 a.m. - 4:00 p.m.
Summer hours: Monday - Friday.....	8:00 a.m. - 4:00 p.m.
Dean of Evening Programs and Workforce Development.....	(314) 286-3670
Industrial training & testing, academic and attendance appeals, discipline	

Development Office (development@ranken.edu) .....(314) 286-3674  
 Alumni information

Financial Aid (financialaid@ranken.edu).....(314) 286-4862  
 Federal financial aid information, student loans

Monday - Tuesday .....7:30 a.m. - 6:00 p.m.  
 Wednesday - Friday.....7:30 a.m. - 4:00 p.m.

Information Services.....(314) 286-3693  
 Inside Ranken, email account information and support

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

Library ..... (314) 286-4870  
 Copy machine

Monday - Thursday.....7:00 a.m. - 6:00 p.m.  
 Friday..... 7:00 a.m. - 3:00 p.m.

Registrar's Office (registrar@ranken.edu).....(314) 286-3660  
 Grades, transcripts and verifications

Monday - Friday ..... 7:30 a.m. - 3:30 p.m.

Residential Life (reslife@ranken.edu).....(314) 286-3671  
 Student housing, meal plans

Student Achievement Center (sac@ranken.edu).....(314) 286-4891  
 Testing, tutoring and academic support; learning, medical & physical disability accommodations

Monday - Thursday .....7:00 a.m. - 6:00 p.m.  
 Friday ..... 7:00 a.m. - 3:00 p.m.  
 Saturday .....8:00 a.m. - 12 Noon

TRiO Student Support Services (trio@ranken.edu).....(314) 286-3608  
 Academic/financial support, counseling, transfer (post graduation)

Monday-Friday.....8:00 a.m. - 5:00 p.m.

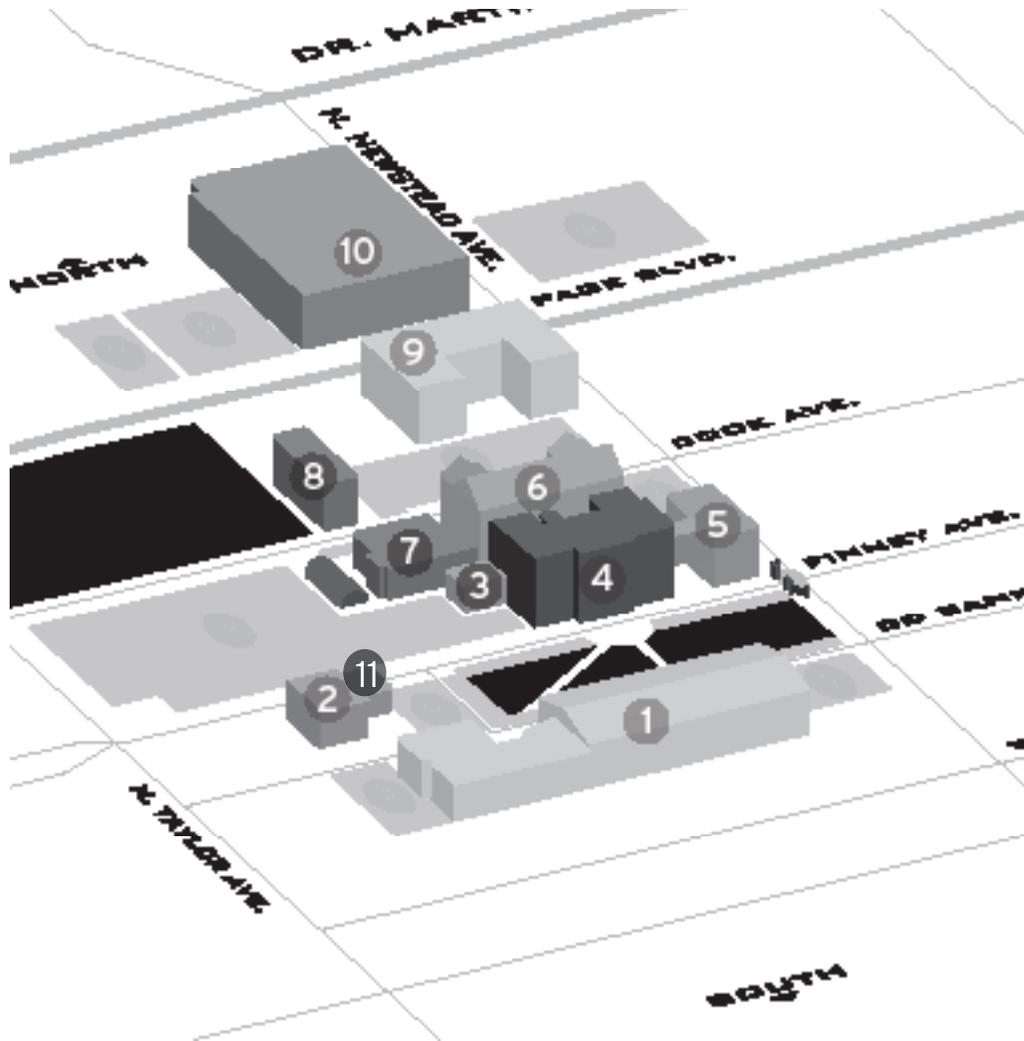
### Family Educational Rights and Privacy Act of 1974 (FERPA)

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 the 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 the student. Student information/records include educational records, financial aid and business office account information. Directory information consists of student name, program of study, participation in officially recognized college activities, 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. Any student who feels that his/her rights have been violated should write to:

Family Policy and Regulations Office  
U.S. Department of Education  
Room 107, FB-6  
400 Maryland Avenue S. W.  
Washington, DC 20202

Ranken reserves the right to change the rules governing admissions, tuition, and granting of degrees or certificates, or any other regulations affecting its students. 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.

## Campus Map



1. Rodenheiser/Moog Automotive Center

Automotive Collision Repair Technology ..... 1st Floor

Automotive Maintenance Technology ..... 1st Floor

2. Shearwater Charter High School

3. Finney West Building

Plumbing Technology ..... Ground Floor

4. Finney Building

Admissions Office ..... 1st Floor

Architectural Technology ..... 2nd Floor

Bookstore .....	Ground Floor
Business Office .....	1st Floor
Cafeteria.....	Ground Floor
Career Services .....	1st Floor
Counseling.....	2nd Floor
Education Administration .....	1st Floor
Financial Aid/Scholarships.....	1st Floor
Library.....	2nd Floor
President's Office .....	1st Floor
Registrar/Academic Advising.....	1st Floor
Student Achievement Center .....	2nd Floor
TRiO Student Support Services .....	2nd Floor
<u>5. Gray Building</u>	
Carpentry and Building Construction Technology .....	Ground Floor
Information Technology .....	3rd and 4th Floors
<u>6. Cook Building</u>	
Control Systems Technology .....	1st Floor
Electrical Automation Technology.....	2nd Floor
Electrical Systems Design Technology .....	3rd Floor
Marketing & Public Relations.....	Ground Floor
Student Center.....	Ground Floor
<u>7. Cook West Building</u>	
Heating, Ventilation, Air-conditioning and Refrigeration Technology..	1st Floor
Precision Machining Technology.....	Ground Floor
<u>8. Langenberg Electrical Technology Center</u>	
Electrical Technology .....	1st and 2nd Floors
<u>9. Myrtle and Earl Walker Residence Hall</u>	
Alumni Relations.....	1st Floor
Development Office .....	1st Floor
Residential Life .....	1st Floor
Student Dormitory .....	1st and 2nd Floors
<u>10. Mary Ann Lee Technology Center</u>	
Fabrication and Welding Technology.....	1st Floor
High Performance Racing Technology .....	1st Floor
Industrial Technology.....	1st Floor
<u>11. Western Sheet Metal</u>	

## **Purpose & Philosophy of the College**

Ranken Technical College is a private, non-profit, 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**

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1. To provide excellence in education in current and leading-edge technology that is oriented toward developing critical thinking and problem solving skills through an appropriate blend of technical and general education
2. To incorporate general education into all degree programs in order to assist students in developing communication, scientific, mathematical, computer, human relations and business skills along with an appreciation for and ability to continue the learning process
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 in various technical fields

### **VALUES**

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The vision statements for Ranken Technical College define the framework for how the College will accomplish its mission and purposes. Ranken Technical College shall:

1. Be a leader in providing trade and technical education
2. Promote an environment which celebrates diversity, recognizing the valuable and unique contributions diverse people can bring to the Ranken community
3. Actively involve itself in community issues that affect the College
4. Continuously explore new areas of technology for inclusion in existing programs as industry demand and market conditions dictate
5. Pursue opportunities for growth and expansion, compatible with the College mission and appropriate to its resources, which address the needs of industry, the community and students
6. Support a continuous improvement process which assesses and improves the quality of education in terms of content, delivery and student learning
7. Provide a faculty and staff possessing the requisite knowledge, education, experience and motivation to perform their varied roles
8. Provide the remediation and support services necessary to promote student persistence to graduation
9. Foster a climate in which employees experience a high level of job satisfaction
10. Manage resources in an ethical and responsible manner to meet current and future challenges
11. Treat all members of the Ranken family – students, employees, financial supporters, employers and visitors – with dignity and respect by conducting business in a professional and responsible manner

## **Education at Ranken Technical College**

### **THE TECHNICAL COMPONENT**

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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, the type 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 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% of the actual costs to attend Ranken. The additional 30% 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**

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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**

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Employers know 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 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 his/her 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, and 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.

### OUTCOMES ASSESSMENT

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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 in which each department establishes its individual course and program objectives, and uses an assessment instrument to measure the effectiveness of those objectives. Various types of assessment instruments are used, such as standardized tests, student critiques, portfolios, capstone projects, etc. The results are analyzed to identify any areas of the program needing 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 the dean of academic affairs.

## **Academic Policies**

### ACADEMIC HONESTY

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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 head of the department by the instructor. After an investigation, the head of the department may refer the student to the dean of academic affairs or recommend that the student appear in front of the Academic Disciplinary Review Board (ADRB) along with the instructor and appropriate department head/division head. The ADRB will examine evidence, assess culpability and, where appropriate, recommend disciplinary action to the dean of academic affairs, taking into account the severity of the offense, the student's past record, the recommendation of the department, and the effect on the student's career.

#### GRADE POINT AVERAGE (GPA) CALCULATIONS

<u>Grade</u>	<u>%</u>	<u>GPA</u>	<u>Comments</u>
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

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 Grade Point Average.

The work ethic rating is not factored into the grade point average.

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

<u>Grade</u>	<u>%</u>	<u>GPA</u>	<u>Comments</u>
AU	N/A	N/A	Student is in 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

#### Requirements for a grade of "Incomplete" (I)

An instructor may grant a student an extension of time to complete the course objectives. The decision is solely within the discretion of the instructor. Once an "I" grade is issued, the student may not withdraw from the course. Course work must be completed by the end of the following semester or the "I" grade will become an "F" grade and will be calculated into the student's grade point average. 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" grade or a replacement faculty member designated by the dean of academic affairs. Students who receive an "I" grade for a prerequisite course should complete all course work by the fifth day of the subsequent semester. Students may be de-registered from any course for which the prerequisite has not been met. Students may be placed in audit status for attempted courses for which the pre-requisite 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 his/her certificate or degree program.
2. Students failing to maintain at least a 2.0 career grade point average 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 head of the student's major department may make an exception if he/she determines that it would not be in the best interest for the student to repeat all courses.

#### Example:

If a student earns a "C" in plumbing theory, a "D" in plumbing shop class, and a "B" in plumbing math, the student will be required to repeat all of these courses unless the plumbing department head excuses the student from one or more of the classes previously passed with a "C" or higher. If the department head excuses the student from repeating math, the student would only have to repeat that semester's theory and plumbing classes.

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

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

1. Earn a minimum 3.75 grade point average for the semester
2. Earn a work ethic rating for the semester of "Exceeds Expectations"

### LATIN HONORS

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- 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 final semester. For diploma and transcript purposes, Latin Honors will be calculated after final degree audits are complete.

## REQUIREMENTS FOR GRADUATION

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Certificates and degrees will not be awarded until all requirements are met. Students in this latter category will need to petition the dean of academic affairs to gain approval to participate in a graduation ceremony.

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

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Students may be referred to Student Support Services and the Student Achievement Center by any of their instructors at any time during the semester. A referral is issued when an instructor becomes concerned about a student's ability to successfully complete the course. Referred students are met with by representatives of these offices for a consultation to identify appropriate learning strategies and resources/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.

## ACADEMIC PROBATION

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A student whose career GPA falls below 2.0 will be placed on Academic Probation and referred to the Student Achievement Center to develop a success plan to improve academic performance.

The student 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 the career GPA is not 2.0 by the end of the probationary semester.

A student on Academic Probation has one semester to bring the career GPA to at least 2.0, or if this requirement is not met, he/she will be dismissed from the College. However, a student on Academic Probation who demonstrates 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. The student will be removed from Academic Probation or Extended Academic Probation when the career GPA rises to 2.0 or higher. However, if a student fails to achieve a career GPA of at least 2.0 by the end of the Extended Academic Probation period, he/she will be dismissed from the College.

## ACADEMIC DISMISSAL

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

1. 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).
2. Failure to earn a career GPA of 2.0 or higher after being placed on Extended Academic Probation.

### REPEATING A COURSE

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Students desiring to repeat a course taught by a technical department must petition the department teaching the course for approval. Petitions to repeat must be completed in the Academic Advising office for submission to the appropriate department head. The department shall then determine whether to grant or deny the student's request. Petition approval should take place within five days. Departments may consider factors such as a student's ability, classroom and shop/lab performance, attendance record, work ethic grades, and attitude in determining whether to grant the request for a course repeat. Upon repeating a course, the new grade earned will be calculated into the student's GPA in place of the grade originally earned, regardless of whether the repeat grade is higher or lower than the grade originally earned. However, both the original grade and the repeat grade will appear on the student's transcript.

### ADDING COURSES

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Students may add courses only during the first five days of the semester. Students wishing to add a course must complete a Change of Registration Form and submit it to Academic Advising. To add a course that is at capacity, students are required to obtain the appropriate signature (technical - department head/dean of academic affairs) on the Change of Registration Form for approval to add the course. Students who want to add a course that is at capacity, as well as students who have maximum credit hours, need to be approved (excluding students who want to add second 40-day courses).

### VOLUNTARY WITHDRAWAL FROM COURSES

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Students wishing to voluntarily withdraw from a course must complete a Change of Registration Form and submit it to the Academic Advising office. Students receiving any type of financial aid should contact the Financial Aid office if their student status (e.g. full-time or part-time) will be affected. Students wishing to voluntarily withdraw from prerequisite or co-requisite courses must obtain a departmental signature on the Change of Registration Form. A "W" grade will automatically be indicated on the transcript for voluntary course withdrawals occurring on days 1 through 25 of the semester. Thereafter, the instructor of the course will make the recommendation to grant the student a "W" or "WF" depending on the student's academic standing in the course. A "WF" grade is calculated into the student's grade point average as a failing grade. Students who exceed the allowed number of unexcused absences in a particular course are not eligible to voluntarily withdraw. Dismissal from a course for exceeding the allowed number of unexcused absences always results in a "WF" grade, regardless of the student's academic standing at the time of the dismissal.

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

### VOLUNTARY WITHDRAWAL FROM COURSES - UNDERGRADUATE EVENING PROGRAM

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Students wishing to voluntarily withdraw prior to the fifth night of a course will be awarded a "W" grade. After the fourth class meeting, the instructor of the course will make the recommendation to grant the student a "W" or "WF" depending on the student's academic standing in the course. Students wishing to withdraw must complete the withdrawal process in the Academic Advising center. Failure to notify Academic Advising when withdrawing will result in a "WF" grade.

### VOLUNTARY WITHDRAWAL FROM THE COLLEGE

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Students desiring to voluntarily withdraw/separate from the College must begin the withdrawal process in the Academic Advising office.

## TRANSFER CREDIT

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Ranken Technical College will consider granting credit through transfer. Granting of transfer credit will not affect the student's tuition charge unless his/her attempted semester hours fall below twelve (12) credit hours. In such cases, tuition will be charged per credit hour attempted. Students should also be aware that financial aid awards may be affected by the total credit hours attempted.

All of the following criteria must be met for acceptance of transfer credit from other institutions of higher education into Ranken:

1. The course work to be transferred must have been earned at a regionally accredited institution of higher learning and must be substantially similar in content, level and intensity as a course at Ranken.
2. The course must meet a certificate or degree requirement at Ranken. The College does not accept transfer credit which duplicates credit earned at Ranken.
3. At least a grade of "C" or equivalent must have been earned in the course to be transferred; however, the transfer grade will not be calculated in the student's grade point average at Ranken.
4. Students may be required to pass an examination at Ranken before credit is accepted for some courses.
5. Only credit earned during the ten years preceding entry may be transferred unless special permission is granted. Special permission may only be granted based upon the results of an examination or in those circumstances where a student's work experience and/or degree completion warrants the granting of transfer credit.
6. Students desiring to transfer credit must arrange with their previous institution to have an official transcript sent to the Registrar's office prior to attending affected courses.

## CREDIT-BY-ASSESSMENT

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Ranken Technical College participates in several programs designed to evaluate educational experiences obtained through non-traditional college programs. These programs are 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 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 Achievement Center (Room F207 on the 2nd Floor of the Finney Building) or call (314) 286-4891 or (314) 286-3687 for more information (including fees), to register for an assessment, or to make a testing appointment.

### College-Level Examination Program (CLEP)

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 disciplines we teach. We recognize their prior learning by accepting the College-Level Examination Program® (CLEP)® exams, which measures mastery of college-level, introductory course content in a wide range of disciplines. Students who obtain the credit-granting score required, can earn the credits and course exemptions listed below. Our institution grants a total of 12 possible credits for successful performance on CLEP® examinations for courses listed in the degree requirements. Visit the Student Achievement Center (Room F207 on the 2nd Floor of the Finney Building) or call (314) 286-4891 or (314) 286-3687 for more information (including fees), to register for an examination, or to make a testing appointment.

<u>CLEP® Exam Title</u>	<u>Required Score</u>	<u>Credit Granted</u>	<u>Equivalent Course</u>
American Government	50	3 credit hours	POL 3208
Calculus	50	3 credit hours	MTH 2240
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
Fine Arts	50	3 credit hours	FNA 3100
Introductory Sociology	50	3 credit hours	SOC 1206
Macro Economics	50	3 credit hours	ECO 3205
Management Info. Sys	50	3 credit hours	MNG 4300
Principles of Management	50	3 credit hours	MNG 1220
Western Civilization I	50	3 credit hours	HIS 1211

Note: Other CLEP® tests may also be administered at other locations for any student wishing to obtain credit for a course(s) required at an institution to which they are transferring. Please contact the transfer institution regarding their 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.

#### Grades for Credit-by-Assessment

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 course work and examinations. Some institutions do not accept Credit-by-Assessment for transfer.

#### Internships

Internships may be available in certain majors of the student's course of study. Students wishing to apply for an internship must follow the Official Approval Process. (This approval process consists of submitting a petition approved by the designated instructor, then the designated department head, and the dean of academic affairs. Approval of the student's petition is contingent upon authorization from all three.) All parties must approve the petition prior to the beginning of the fourth semester. Regular tuition rates still apply.

Students must have:

1. Detailed description of components of the internship and how each competency of the final semester class will be met.
2. Detailed criteria for evaluation of attendance and work ethic.
3. All general studies requirements must be planned PRIOR to student going on an internship.

### Transferring of Associate Degree

Ranken Technical College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, a regional accrediting body. Accreditation by recognized associations such as, North Central, is the prospective student's best assurance that they are dealing with a reputable College.

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 four-year college to which they are interested in transferring, regarding transferability of credit earned at Ranken.

### **Standards of Conduct**

While in attendance at Ranken or representing the College off campus, you are required to conduct yourself 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 your education and benefit. Violations of rules and/or regulations will subject you to a reprimand, suspension, or dismissal depending upon the seriousness of the violation and consideration of your record. The following are examples of specific reasons for reprimand, suspension or dismissal:

1. Under the influence of, the consumption of, or the otherwise use of alcohol or drugs while on College property
2. Gambling on premises
3. Insubordination to College authorities
4. Malicious destruction of College property
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
9. Conduct which interferes with the right of fellow students to obtain maximum benefit from their education
10. Bringing weapons on campus
11. Failure to comply with parking regulations
12. Driving in an unsafe manner on or near the campus
13. Behavior that is threatening to any Ranken employee or student
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

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Work ethic at Ranken Technical College encompasses those values, attitudes and behaviors 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 his/her maximum employment potential and opportunities.

Students 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 dean of academic affairs 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 include copies of these letters to provide to potential employers.

#### CORE WORK ETHIC TRAITS

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

##### 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 other's 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 appearance standards
- Conforms to attendance standards

### Honesty

- Tells the truth
- Does not cheat
- Honors his/her word
- Accepts responsibility for his/her own actions; does not cover up or redirect blame when he/she makes an error
- Credits others when incorporating their results into his/her own work

### Work Ethic Requirements

Work ethic grades can 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.

## DAY PROGRAM ATTENDANCE POLICY

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Students are expected to attend all scheduled classes. Attendance is one component of a student's work ethic grade. While perfect attendance may help students earn a work ethic grade of "Exceeds Expectations," excessive absences may result in a work ethic grade of "Needs Improvement" or "Does Not Meet Expectations." Emphasis will be on evaluating a student's commitment to all of our core work ethic traits, not exclusively attendance. Students are also expected to arrive on time and remain for the duration of each class. Ranken understands that circumstances may occur that could require the student to miss class.

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

- The allowable number of absences is equal to the number of times that the class meets each week plus one.
- If a class only meets for a portion of the semester, the attendance will be carried over to the class that meets in that time-slot for the rest of the semester.
- Students attending for less than a semester will still follow the same attendance policy.
- Students are allowed three instances of a tardy or leave-early each semester. Each tardy or leave-early after three instances will count as an absence.
- The boundaries of a tardy or leave-early are at the instructor's discretion.

For example: For a class that meets five times per week, the student can only have six instances of unexcused absences. For a class that meets two times per week, the student can only have three instances of unexcused absences.

### Excused Absences

Instructors, at their own discretion, may excuse an absence and allow the work and time missed to be made up. Documentation is required to support excused absences, and is at the discretion of the instructor. Examples of circumstances where an absence will normally be excused include the following:

- Funerals - Absences may be approved for deaths of immediate family members (spouse/ domestic partner, children, parents, sisters, brothers, legal guardians, mother-in-law, father-in-law, grandparent, grandchildren, or any other relative living in the family household). Students may be excused up to three school days.
- Court summons/subpoenas - Students must notify their instructor prior to fulfilling a court summons or subpoena.
- Religious holidays - Students may request an excused absence in advance of an observed religious holiday. In order for a holiday to be observed, the sponsoring religion must be recognized by the Internal Revenue Service as a bona fide tax exempt religious organization. Excuses for absences may not exceed two school days per year.
- Job interviews - Students requesting excused absences for interviews should report to the Career Services office. During a student's last two semesters of education, students may request interview time for full-time job positions. Students may request a total of three interviews, up to three hours each and not to exceed nine total hours. Students are required to have an interview card signed by the prospective employer's representative.
- Continuing education consultation - Students wishing to pursue further education may request time to visit other campuses. Students are required to have an interview card signed by an official from the campus visited.
- Health or medical issues
- Other issues are at the discretion of the instructor

Delayed start times (also referred to as a snow schedule) means that the start of the normal work day has been delayed for some number of hours. For example, when classes are delayed for two hours, students will report to their normally scheduled classes beginning at 10:00 a.m. The start time for afternoon classes are normally not affected by delayed start times.

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

#### DISMISSAL FROM THE COLLEGE FOR EXCEEDING IN ALL COURSES

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Students who exceed the allowed number of absences in all courses will be dismissed from the College and must apply for readmission before being allowed to register for classes.

#### APPEALS

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##### Attendance Appeal

Each department allows students to appeal dismissal due to unexcused absences. It is very important for students to understand and comply with their department's appeal procedures. 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 then appeal their course dismissal to the head of the department. All appeals must be in writing and include supporting documentation. There is normally a time limit to making these appeals; students are encouraged to comply with the department's policies.

If dissatisfied with a department head's decision, students may appeal to the dean of academic affairs. Appeals to the dean of academic affairs must be made within two school days after receiving a decision from the department head.

The dean of academic affairs will investigate the facts of the appeal and confer with the vice president for education. In cases where it appears that a student has extenuating circumstances concerning a course dismissal, the vice president for education may forward an appeal to the College's Academic and Disciplinary Review Board (ADRB). A hearing will be scheduled and the student will be given the opportunity to appear before the board. Information concerning the ADRB's procedures may be obtained from the dean of academic affairs.

Students will be allowed to remain in classes pending the completion of the appeals process.

##### Procedure for Appeals

To institute an appeal the student must:

1. Provide a notice of appeal to the dean of academic affairs
2. Provide any documentation to support his/her position
3. The dean of academic affairs will notify the student, faculty member, and other interested parties of the date and time of the hearing for statements supporting their decision

##### Academic Disciplinary Review Board

A complete copy of the ADRB policy can be obtained from the dean of academic affairs.

### Jurisdiction of the Committee

The committee shall be empowered to hear all of the following:

1. Applications of former students for readmission
2. Retention hearing of present students involving academic or disciplinary matters
3. Matters referred to the Committee by the disciplinary official
4. Appeals regarding disciplinary action other than dismissal from school

### EVENING PROGRAM ATTENDANCE POLICY

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It is the policy of the College to penalize students through the grading system for excessive absenteeism. Classes meet two evenings per week, generally from 6:00 to 9:30 p.m. Each 16 week semester represents 32 class nights. Absenteeism includes absence, tardiness and early departure from class and is calculated in one-half hour increments.

Examples:

If a student misses a night of technical classes, 3.5 hours of absenteeism is charged.

If a student arrives to class 5 minutes late, .5 hours is assessed.

If a student departs 45 minutes early, 1 hour is assessed.

Students' grades will be lowered by 1 percentage point for each hour of absenteeism over 11 hours. Absenteeism exceeding 21 hours for any sixteen week session will necessitate student dismissal. Students who exceed the allowed number of unexcused absences in a particular course are not eligible to voluntarily withdraw. Dismissal from a course for exceeding the allowed number of unexcused absences always results in a "WF" grade, regardless of the student's academic standing at the time of the dismissal.

Students dismissed may appeal this policy by completing and submitting an Attendance Policy Appeal. Forms are available in the office of the dean of continuing education. The appeal must include proof of extenuating conditions justifying all hours missed. The appeal must be filed by the second class session following dismissal and must include the instructor's supporting recommendation. During the appeal process, the student will be allowed to attend classes. The review will be completed and the student will be notified of the results by the third class session after the dismissal. No more than ONE appeal is allowed during the student's program. Students must keep in mind that these absences are to accommodate emergencies that may arise and are not to be considered a right or benefit.

Definitions

1. Interruption - Students may not progress into the next course until they satisfy all prerequisites. For example, students must successfully complete the first course in HVACR before entering any other HVACR courses. In the event a prerequisite is not offered immediately, the student's studies will be interrupted until the course is offered again. Students whose studies are interrupted will be required to apply for readmission.

2. Dismissal - Students are removed from class and are not allowed to return unless they are readmitted through a formal appeals process.

### INCLEMENT WEATHER

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In the event of dangerous weather, particularly snow or ice, 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 College web site and Inside Ranken web portal.

## APPEARANCE

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Because of Ranken's commitment to the work ethic component of our educational formula, and in consideration of the fact that appearance is vital, the College sets forth the following standards for all day program students: 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. The dean of academic affairs shall resolve any questions regarding interpretations of this policy.

### Hair and Earrings

Ranken Technical College embraces diversity and realizes that students enjoy wearing different hairstyles. However, one of the employability skills that employers have asked us to emphasize, concerns individual appearance, personal hygiene and grooming. Therefore, we have adopted the following standards for students who are enrolled in our day program classes.

### Male Students

1. Hair must be clean, trimmed and neatly groomed.
2. Except for extremely short hairstyles, such as flat tops, hair must conform to the shape of the head, both with and without a hat. Braided hair is acceptable in styles that conform to the shape of the head and must be regularly maintained. Unraveling braids are unacceptable. Braiding of braided hair is not acceptable.
3. Hair length must not present a ragged or uncombed appearance, must not cover the ears or extend over the top of the shirt collar when the student is standing erect. Sideburns may extend to the bottom of the ear lobe but should not be excessively tapered or flared.
4. No buns, bobby pins or adornments are allowed.
5. Unnatural hair colors are unacceptable.
6. The dean of academic affairs has the authority to determine when hairstyles or colors are not in compliance with the College's expectations.

### Female Students

1. Female students will be required to wear their hair trimmed and styled in accordance with the safety regulations of their technical department.
2. Unnatural hair colors are unacceptable.
3. The dean of academic affairs has the authority to determine when hairstyles or colors are not in compliance with the College's expectations.

### Earrings

Male students may not wear earrings on campus at any time. Female students may wear short length earrings (those deemed short enough not to be a safety problem) as outlined by each technical department.

### Hats or Caps

Students may wear hats or caps on campus. However, head coverings may not be worn in the class except in those shop classes 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 neatly trimmed, shall not exceed one-half inch in length and shall conform to the shape of the face. Any student with facial hair not conforming will be referred to the dean of academic affairs.

Body Piercings

Body piercing adornments (other than females meeting the requirements for earrings) are strictly prohibited on campus.

APPROVED CLOTHING

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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.

Approved clothing is as follows:

Shirts

Any polo-style, button-front dress-casual or button-front work shirt offered by the Ranken bookstore. These shirts come in a variety of colors with Ranken logos. As an alternative, students may purchase comparable shirts elsewhere and have the logo attached. ("Comparable" means collared shirts of the same style with no other obtrusive logos, although, there may be minor differences in color and trim.) 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.

Outer Garments

In classrooms and certain labs, an outer garment may be worn over shirts in cool weather providing it is a plain sweatshirt or sweater with a Ranken logo (as supplied by the bookstore or comparable). 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, and non-traditional (flood pants, Capri pants), are not acceptable. Individual departments may require their students to wear a specific type and/or color of approved pants. A belt must be worn unless the pants are designed to be worn without one.

The following departments are required to wear the following pant colors:

<u>Department</u>	<u>Color</u>
All Automotive Division Students	Navy Blue
All Electrical Division Students	Navy Blue or Khaki
Carpentry and Building Construction	Carpenter Whites
Heating, Ventilation, Air-Conditioning Tech.	Navy Blue or Khaki
Industrial Tech/Fabrication and Welding Tech.	Navy Blue or Khaki
Precision Machining Technology	Dark Colors

Maintenance of Clothing:

Clothing must be clean and not rumpled, with shirts buttoned and tucked in.

### Female Students

Clothing requirements are the same for male and female students, except that female students may elect to wear skirts in those departments where it is appropriate to do so (Architecture, Information Technology). Styles must be those traditional to business, office or laboratory environments. In addition, female students may wear a standard, tapered blouse with a Ranken logo that is designed to be worn untucked. See bookstore for sample and purchase locations.

### Students Enrolled in General Education ONLY

Students enrolled in only general education classes are still required to wear the uniform of their declared major department.

### Dress Down Days

On announced dress down days, students are allowed to wear casual clothes in accordance with their specified department guidelines. In general, clothing which is revealing, form-fitting apparel, sleeveless shirts or shirts with inappropriate logos are unacceptable. Students must wear either the Ranken logo on their shirts or wear their Ranken student ID badges.

### Questions and Exceptions

Students with questions about the comparability of apparel not purchased from our bookstore should direct such questions to the dean of academic affairs. Exceptions to clothing requirements may be made for individual students with special circumstances such as pregnancy or a medical condition that requires special clothing. These exceptions will be determined on a case-by-case basis by the dean of academic affairs.

### Specific Footwear by Department

Architectural Technology, Information Technology Division

- Male: Dress shoes are standard. Men must wear dress socks that are appropriate in color (i.e. no white socks with dark slacks).
- Female: Dress shoes or appropriate dress sandals are standard; no more than 3" heels. Unacceptable shoes include casual sandals and open heel shoes. Shoes must be worn with hosiery or appropriately colored dress socks with dress slacks.
- No sport or athletic shoes of any kind are allowed.

Automotive Maintenance Technology, All Electrical Division, Heating, Ventilation, Air-conditioning and Refrigeration Technology, High Performance Racing Technology

- Male/Female: Leather work shoe or boot. Solid black athletic shoes made of leather.

Carpentry and Building Construction Technology

- Male/Female: Work and/or construction rated boots with rigid sole. No sport or athletic shoes of any kind are allowed.

Plumbing Technology, Precision Machining Technology, Industrial Technology

- Male/Female: Leather work shoe or boot (steel toe not required). No sport or athletic shoes of any kind are allowed.

Automotive Collision Repair

- Male/Female: Dark leather work shoe or boot (steel toe not required). No sport or athletic shoes of any kind are allowed.

## **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. The 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). If you do choose option (2), you may order glasses from your own optometrist. Make sure, however, that he/she understands that you need ANSI Z87.1 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 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 dean of academic affairs.

## **Drug Awareness and Prevention**

### GENERAL POLICY STATEMENT

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

1. Abide by the terms of this statement
2. Notify Stan Shoun, President, of any criminal drug stature conviction or a violation occurring at the work place not 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; and/or
- 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

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Ranken is committed to ensuring 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 St. Louis 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. The neighborhoods surrounding the College include the area between Martin Luther King Boulevard on the north to Washington Boulevard on the south; and Kingshighway on the west and Vandeventer Boulevard on the east. Violators will be referred to the dean of academic affairs or their direct supervisor and human resources.

### DRIVING REGULATIONS

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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:

1. Drivers who perform unsafe acts may be disciplined, up to being barred from driving on campus.
2. The speed limit on campus is 10 mph on the streets and 5 mph in the alleyways. Speeding is strictly prohibited.
3. 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.
4. Driving against the flow of traffic is prohibited.
5. All traffic signs must be obeyed.

### PARKING REGULATIONS

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Parking on any public street around the campus is strongly discouraged and is at your own risk. While parked on campus, the security staff is better able to watch and protect your vehicle. If parked on a public street around campus, security has no jurisdiction and will not be able to safeguard your vehicle or belongings.

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

1. All vehicles parked on campus must have a current and approved parking permit prominently displayed. The parking permit must remain visible during the entire time that the vehicle is parked on campus. At the beginning of each semester, there will be a three week grace period during which the students will be reminded to acquire and/or display their parking permit. After the grace period, no vehicles will be allowed to park on campus without a parking permit properly displayed. Parking permits are issued by the Department of Public Safety, which is located in Walker Hall.
2. Visitor parking spots are only for visitors.
3. Designated handicap parking spaces are for the exclusive use of vehicles displaying handicap hang-tags or disabled license plates.
4. Double parking is not allowed.

5. 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.
6. 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.
7. Parking in any area that is not designated as a parking space is prohibited unless specifically directed by campus security or other faculty/staff member.

#### 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. If an offender receives a violation notice, he/she will be subject to the following disciplinary action:

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

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

Third violation and beyond - The offender will receive a ticket for the sum of \$20. If the offender is a current student, they will also be referred to the dean of academic affairs. If the offender is a current employee, they will be reported to their immediate supervisor and human resources.

#### Payment

Fines must be paid within 30 days at the Business office. Failure to pay fines may result in disciplinary action. Students will be referred to the dean of academic affairs. Employees will be referred to their direct supervisor and human resources.

#### 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 offender 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

If an individual wishes to appeal a violation notice, he/she may do so by picking up an appeal form at the Department of Public Safety. This form must be submitted within seven calendar days of the notice date. Appeals that are received after seven calendar days will not be heard. The individual is notified of the parking appeal board's decision following their next meeting. The decision of the parking appeal board is final and cannot be appealed.

## **Tobacco Policy**

Ranken Technical College recognizes the need to address the health and safety needs of the students, staff and visitors from smoking and the use of tobacco products. This policy applies to all persons including all students, staff and visitors.

Smoking or use of a tobacco product is permissible only in designated smoking areas on Ranken Technical College property, including any building, facility, or structure and on real estate that is owned by the College or on College parking lots. Designated smoking areas will contain cigarette receptacles and trash cans and be recognized by a sign that reads "designated smoking area." All cigarette butts need to be disposed of properly in provided receptacles located at the designated

smoking areas and not in trash cans. Please do not throw cigarette butts or any trash on the ground or on the parking lots. Chewing tobacco is not to be spit onto the ground anywhere on campus. Smokers may choose to smoke in their personal vehicles however smoking is prohibited in College owned vehicles. Smoking while off campus at a Ranken sponsored construction site, must be done so at least 15 feet away from the building or sidewalk.

Definitions of Smoking or Use of a tobacco product are as follows:

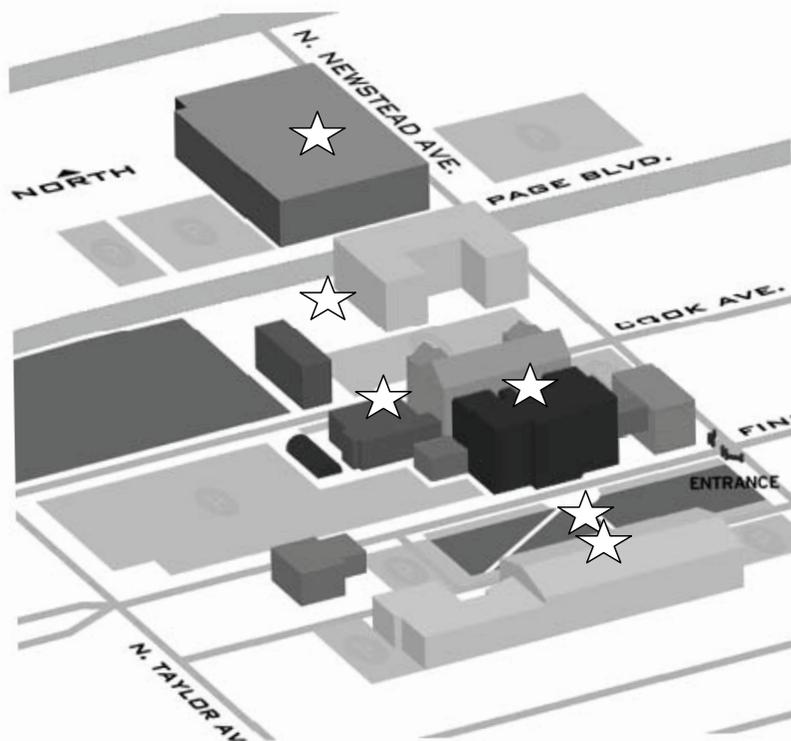
- "Smoking" means the carrying by a person of a lighted cigar, cigarette, pipe or other lighted smoking device.
- Use of a "tobacco product" means inhaling or chewing a tobacco product or placing a tobacco product within a person's mouth.

It is the responsibility of each member of the College community to maintain the integrity of this and all policies on campus. Any violations of this policy will be forwarded to the dean of academic affairs or a staff member's immediate supervisor for their review and possible disciplinary action. Continuous violations of the Tobacco Policy may result in negative marks towards work ethic grades or employee evaluations. See below for designated smoking areas.

#### DESIGNATED SMOKING AREA MAP

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- The Finney lawn on the Finney building side and the Rodenheiser side
- Cook Building, northwest side near the Cook gate
- Alleyway under the bridge between the Finney and Cook buildings
- Myrtle and Earl Walker Resident Hall near the basketball court/mechanical room
- Mary Ann Lee Technology Center in the middle open-air area



## ID Policy

### GENERAL POLICY STATEMENT

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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/other buildings, 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 (around neck, on shirt, on belt, on pants pocket). For safety, instructors may require students to wear Ranken1 Cards in an alternative location or remove while in shops or labs. Otherwise, Ranken1 Cards 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 the lieu of a Ranken1 Card.

### 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.

### 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 (i.e. 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 card, you should visit the Department of Public Safety to be issued a temporary, non-smart photo ID card for the day.

### Separation From College

The Human Resources department will collect the cards of any employee separating from the college. Students that are removed from the college for disciplinary reasons will be asked to surrender their card at the time of dismissal.

## VISITORS

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### Visitor ID

Visitors are signed in when they enter College property and they will be given a Visitor ID Card. 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 needs to be notified immediately at (314) 286-3300.

### Myrtle and Earl Walker Resident Hall Visitors

All visitors of the Myrtle and Earl Walker Resident Hall will be given a Walker Hall Visitor ID Card. Walker Hall Visitor ID Cards are only available at the public safety control desk inside Myrtle and Earl Walker Resident Hall. All visitors of the Myrtle and Earl Walker Resident 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 needs to be notified immediately at (314) 286-3300.

### Tours

Visitors that 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 Resident 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 needs to be notified immediately at (314) 286-3300. Admission tours will not be given visitor ID cards. Admission counselors will have their Ranken ID Card visible when leading tours. When touring the Myrtle and Earl Walker Resident Hall, admission counselors will sign in and out at the public safety control desk.

## **General Rules and Regulations**

1. You will be held accountable for any losses or damages of College or personal property for which you are responsible.
2. The College is not responsible for the loss or theft of items left in your personal locker.
3. The College is not responsible for the loss or theft of items left in your automobiles on campus.
4. The rules of the College apply to students who are off-campus during school events (such as field trips).
5. 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.
6. All music must be at a reasonable volume level as determined by security or faculty/staff.

## **Finances, Tuition and Fees**

### TUITION & FEES FOR 2010-2011

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Tuition is due in accordance with the letter of acceptance from the Admissions office for new students and students attempting their major for the first time. Tuition is due in accordance with instructions from the Registrar's office for non-first time (continuing) students. Undergraduate day program tuition is \$6,480 per semester or \$540.00 per credit hour for students attending less than full time (12 credit hours).

Tuition is \$100.00 per credit hour for general education courses only to a maximum of \$1,200. Undergraduate evening program is \$435.00 per credit hour. Tuition is subject to change.

A \$50.00 late fee will be charged if tuition and fees are not paid by the designated tuition due date. In addition, a \$25.00 late fee will be charged for payment plan amounts not paid on or before the established payment plan due dates.

Students may elect to pay their tuition and bookstore charges in equal monthly payments. This option must be discussed with the Business office and will cost an additional non-refundable fee based on the number of payments chosen for the school year. You must contact the Business office to discuss this plan. A receipt will be given for all payments. If Ranken receives a payment via mail, a receipt will be mailed to the student the same day payment is received in the Business office. Please keep all receipts.

### Sponsorship Payment Agreement

The employer's responsibility for all registration fees, tuition, books, tools, lab fees, laptop fees, testing fees and activity fees begins on the first day/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/evening of class. Notification letters received after the semester begins will only be used for subsequent semesters. If the payment agreement is not received by the tuition due date, a \$50.00 late fee will be charged to the student's account. Students will not be authorized to attend the next semester until all financial obligations have been met for the current semester.

### RETURNED CHECK POLICY

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Personal checks that are accepted by any unit of the College and are returned by a financial institution as unpaid are subject to a penalty of \$20.00. Additionally, the student could be placed on a Checking Privilege Suspended list so that only cash or certified funds would be accepted for future payments. The amount of penalty charges is subject to change without prior notice.

### INSTITUTIONAL REFUND POLICY

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If an applicant cancels his/her registration prior to the start of class, all money paid in advance toward tuition, lab fees, laptop fees, certification testing fees, activity fees and organizational fees (if applicable for the program) will be refunded. The \$95.00 registration fee is non-refundable. If the applicant has purchased items from the bookstore, those items will need to be returned to the bookstore.

## WITHDRAWALS AND ASSOCIATED CHARGES/CREDITS

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### Withdrawal from technical major only

Beginning with the first day of class, any students who withdraw from their technical major course work but remain in general education classes will receive a credit for course work attempted according to the schedule below:

1. Withdrawal from technical major course work and remaining in general education classes during the first week of the semester - 90% credit for technical course work attempted and a charge of \$100.00 per credit hour for general education classes.
2. Withdrawal from technical major course work during the second week of the semester - 75% credit for technical course work attempted.
3. Withdrawal from technical major course work during the third week of the semester - 60% credit for technical course work attempted.
4. Withdrawal from technical major course work during the fourth week of the semester - 45% credit for technical course work attempted.
5. After the end of the fourth week of the semester there will be no credits for course work attempted.

The student will also forfeit any division scholarship that may have been awarded while enrolled in his/her major. The student may also become ineligible to receive a tuition credit and/or any appropriation scholarship that was previously awarded. Eligibility for tuition credits and/or appropriation 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.

### Withdrawal from College

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 - 75% credit of institutional charges
3. Withdrawal from the College during the third week of the semester - 60% credit of institutional charges
4. Withdrawal from the College during the fourth week of the semester - 45% credit of institutional charges
5. After the end of the fourth week of the semester there will be no credit of institutional charges

The student will also forfeit any division scholarship that may have been awarded while enrolled in his/her major. The student may also become ineligible to receive a tuition credit and/or any appropriation scholarship that was previously awarded. Eligibility for tuition credits and/or appropriation 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.

#### Forty (40) Day Technical Major Coursework Only

Beginning with the first day of class, any student attempting only forty (40) day technical major 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 of the 40 day technical major coursework - 75% credit of institutional charges
2. Withdrawal from the College during the second week of the 40 day technical major course work - 50% credit of institutional charges
3. After the end of the second week of the forty (40) day course work, there will be no refund of institutional charges

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 activity fees. For the purpose of this policy, a "week" is defined by a calendar week and does not necessarily assume that there will be five class days within each week. 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.

#### CREDIT BALANCE REFUND POLICY

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During the semester, a credit balance may be created in a student's account from excess Title IV financial aid funds. If this situation occurs, the student is entitled to a refund. The refund must be paid to the student or parent (Parent PLUS Loan only) within 14 calendar days after funds have been transmitted to the student's account.

The student may become ineligible to receive a tuition credit and/or any Appropriation Scholarship that was previously awarded if the student withdraws or is dismissed from the College. Eligibility for tuition credits and/or Appropriation 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

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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 10/7/98 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% 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 this by the number of calendar days remaining in the semester. Scheduled vacation periods of more than four 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 activity fees and the documented costs of non-returnable books, tools and equipment (as determined by the bookstore).

### BOOKSTORE REFUNDS

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Items returned must be accompanied by a receipt. No cash refunds will be given, there are no exceptions. Refunds will be issued by check through the Business office, credit card or a credit 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

1. All unopened textbooks are returnable for a full refund within 30 days of purchase providing the books are resalable as deemed by the bookstore director.
2. Unopened textbooks are returnable for a full refund in the event of class cancellation or testing out of a class.
3. Books returned after 30 days from the purchase date are subject to the following:
  - a. Only general education textbooks will be considered. Books used within a student's technical major are not returnable.
  - b. Book returns will be considered within 20 days after notification of withdrawal.
  - c. Books must be in resalable condition as deemed by the bookstore director. Used-book pricing will apply (generally, one-third of the purchase price).
4. A used book "buy-back" (general education texts only) is held twice yearly, on a date determined by the bookstore director.

## Tools

1. 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.
2. Tools are returnable in the event a student withdraws from the College, subject to the following conditions:
  - a. Return is made within 20 days after the date listed on the withdrawal notification.
  - b. Tools have been purchased within the semester of withdrawal. Tools purchased prior to this time period are considered used and not returnable.
  - c. Defective tools may be exchanged pending the bookstore director's approval.
  - d. Used tools are not returnable barring special circumstances as determined by the bookstore director.
3. 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.
4. 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.

## Release of Tools Policy

Tools will not be released to a student until his/her account is paid in full.

Automotive Maintenance Technology students are not authorized to remove tools from campus during the academic school year due to departmental policy.

Automotive Collision Repair Technology students are authorized to remove tools from campus during the academic school year providing they have a zero balance and are past the financial aid return period, if applicable.

## **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

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#### 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 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](http://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). This application will provide a financial needs analysis or "Expected Family Contribution" (EFC) that is used to determine eligibility for all of the financial aid programs.

#### Additional Loan Programs

Ranken Technical College offers both private (alternative) and institutional loans.

1. Eligibility to borrow private loans is determined by the administering agency of the loan. Approval to participate in an alternative loan program generally requires that the borrower and/or co-borrower have good credit. The agencies responsible for administering the loan may require a credit check before approving or denying the loan application.
2. The institutional loan program is administered by the financial aid counselor, and eligibility to participate is determined through the financial aid process. There are two types of loan programs that are funded through the College:

- The "1st Semester Loan" - available only to those students enrolled in the first semester of their major coursework
- Remington/Thomson loans available to students who are NOT enrolled in the first semester of their major coursework

The amounts of the loans will vary based on the financial need of the student and repayment will begin one month after the student is no longer enrolled at the institution. Students must apply for financial aid in order to be eligible for any of these loan programs and must have exhausted all other financial options available to them. For additional information, contact the financial aid counselor.

### VERIFICATION PROCESS

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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/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:
  1. Successfully completed the verification process and all appropriate corrections have been made by the Financial Aid office or
  2. Has notified the Financial Aid office that he/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/she has met the general eligibility requirements for receiving financial aid.

### GENERAL STUDENT ELIGIBILITY REQUIREMENTS

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1. Must be enrolled as a regular student in an eligible program
2. Must have a high school diploma or the equivalent
3. Must be maintaining standards of academic progress for financial aid
4. Must have resolved any drug conviction issue
5. 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
6. Must not be in default or owe a repayment of Federal Title IV funds
7. If male and between the ages of 18-25 must have registered with the Selective Service System

#### DETERMINING FINANCIAL AID AWARDS

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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. The determination is made by subtracting the EFC and other financial aid from the calculated cost of attendance.

#### DISBURSEMENTS OF AWARDS

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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

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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 comprised 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

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Ranken Technical College maintains a part-time employment service for active students who need supplementary income. Approximately 75% 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

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All financial aid recipients have a calculated cost of attendance. The cost of attendance is comprised of 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.

#### DEFERMENTS AND FORBEARANCES

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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.

#### STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID

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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

Federal regulations require all financial aid applicants/recipients to maintain at least a 2.0 career GPA. The College's academic policy satisfies this regulation and a student who has been dismissed from the College due to failure to maintain academic progress is also terminated from financial

aid. If the student is allowed to re-enroll and is still terminated from financial aid the student will be required to pay for all coursework out-of-pocket.

#### Completion Rate

Regulations also require a student to complete a program of study within 150% 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% of his/her cumulative attempted hours. Accepted transfer hours are included in the 150% maximum time frame calculation but are not included in the 67% completion rate calculation. If a student's cumulative completion rate is less than 67% the student will be placed on financial aid probation for one semester. At the completion of the probationary semester, one of the following will occur:

- The student's cumulative completion rate is at least 67% and the student returns to "good standing" for financial aid purposes
- The student's cumulative completion rate is NOT 67% or greater but the student's semester completion rate is 67% or greater, therefore, the student will remain on financial aid probation
- At the end of the semester the student's cumulative completion rate and semester completion are both less than 67%, 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% 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% maximum time frame calculation, however, accepted transfer hours are counted in the 150% 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 his/her 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/she has attained a career GPA of 2.00 or better and a cumulative completion rate of 67% or better. A student may also request reinstatement if a grade change has improved his/her 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 considered "not" 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).
- Any student who desires to change his/her major should immediately contact the director of financial aid to determine the impact on his/her financial aid eligibility.

## **Student Life**

### **LIBRARY**

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The College's full-service, multimedia library contains more than 18,000 books, pamphlets and audiovisuals, as well as a large collection of daily newspapers, professional journals and periodicals. The library is equipped with a web-based catalog that contains all of its resources. Additionally, numerous electronic databases are available through Ranken's membership in MOREnet, and computers are equipped with Internet access and Microsoft Office applications.

The library provides pleasant and inviting spaces for student learning in three spacious and comfortable rooms: a reference and quiet study room, a circulation and classroom area, and a glassed-in bridge containing periodicals, reading areas, and space for socializing. A professional librarian is on hand to provide assistance as needed.

Hours of operation when school is in session are:

Monday - Thursday, 7:00 a.m. - 6:00 p.m.

Friday, 7:00 a.m. - 3:00 p.m.

### **COUNSELOR**

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1. Career testing and counseling services
2. Psychological services
3. Drug & alcohol abuse information

We offer you a safe place where you may openly discuss and explore career, academic, personal or family concerns, with a professionally trained counselor. Our services are confidential, free and available to all currently enrolled students.

The school counselor can be reached at (314) 286-3629.

### **STUDENT ACHIEVEMENT CENTER**

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|--------------------------------------|---|
| 1. Academic probation success plans  | 6. Credit-by-Examination (Computer Literacy test-out) |
| 2. Accommodations                    | 7. Referral success plans                             |
| 3. CLEP information                  | 8. Study skills                                       |
| 4. Credit-by-Assessment              | 9. Testing  |
| 5. Learning assistance and resources | 10. Tutoring  |

Hours of operation when school is in session are:

Monday - Thursday, 7:00 a.m. - 6:00 p.m.

Friday, 7:00 a.m. - 3:00 p.m.

Saturday, 8:00 a.m. - 12 Noon

### **STUDENT SUPPORT SERVICES (TRiO)**

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1. Academic, personal or financial counseling
2. Mentoring
3. Information about career options
4. Grant-in-Aid
5. Assistance transferring to four year programs of post secondary education
6. Exposure to cultural enrichment activities

Student Support Services (SSS) promotes the success of all participants by providing proactive and intensive individualized services aimed at assisting students to become productive and successful members of society. Criteria for receiving SSS are academic needs coupled with at least one of the following: low income, first-generation college student, or learning and/or other disability. Please see the Student Support Services office, located in the Finney Building in room F209, if you feel that you may qualify for these services.

Hours of operation when school is in session are:  
Monday - Friday, 8:00 a.m. - 5:00 p.m.

### CAREER SERVICES

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1. Full-time and part-time job placement assistance
2. Resume writing
3. Online job database
4. Job fairs
5. Employer breakfasts
6. Career seminars
7. Career advising
8. Graduation

Hours of operation when school is in session are:  
Monday - Tuesday, 8:00 a.m. - 5:00 p.m.  
Wednesday - Thursday, 8:00 a.m. - 8:00 p.m.  
Friday, 8:00 a.m. - 4:00 p.m.

### ALUMNI ASSOCIATION

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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.

There are many opportunities to stay connected with Ranken after graduation depending on your interest. Activities are generally held monthly on and off campus. 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 on the first floor of Walker Hall located on the northeast corner Newstead and Page Avenues.

### STUDENT ACTIVITIES

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#### Student Organizations

- Student Government Association (SGA)  
SGA is the representative body for students at Ranken. It provides students with a voice to the College administration through active participation in monthly meetings, giving them an avenue of communication to provide input on the decisions that affect them. The student government is comprised of a college-wide elected president, vice president, secretary, treasurer and parliamentarian. Each class nominates a class representative and an alternate.

Representatives are expected to attend every meeting. The alternate is welcome to attend all meetings but is only responsible for attending if the representative is unable to attend.

- Phi Theta Kappa (International Honor Society)  
Phi Theta Kappa was founded by the president of the Missouri Junior Colleges for Women in 1918. It is the only nationally-acclaimed honor society serving American institutions which offer associate degree programs. Membership is given added significance by the fact that the Society is recognized by the American Association of Community and Junior Colleges as the official honor society for two-year colleges throughout the United States. The purpose of Phi Theta Kappa is to recognize and to encourage scholarship among associate degree students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, and for stimulation of interest in continuing academic excellence. In addition, Phi Theta Kappa serves to nurture its members by sponsoring meetings which educate, stimulate and enrich, thereby according national recognition to students of distinguished achievement and providing a vehicle which reflects the academic integrity of the associate degree program. Requirement for membership is a 3.0 Grade Point Average after completion of twelve credit hours at Ranken Technical College and payment of a registration fee.
- Residence Hall Association (RHA)  
The Residence Hall Association (RHA) is a member of NACURH, the National Association of College and University Residence Halls, which is the largest student organization in the country. The national organization recognizes living on campus as an integral part of the college experience and therefore, strives to be the organization of choice for residence hall leaders by providing comprehensive resources for college and university students seeking to create the ultimate residence hall environment and experience. All Walker Hall residents are members of Ranken's RHA.
- Women in Technology (WIT)  
WIT is designed to give female students at Ranken a forum to discuss problems, socialize and get acquainted with other females on campus. The group meets quarterly throughout the academic year. Meeting times are posted on campus, and interested female students can contact the administrative assistant for the Office of Education at (314) 286-4864 for more information.
- Ranken Automotive Club (RAC) - The RAC consists of car, truck, or motorcycle enthusiasts. Membership is free and open to all Ranken students, faculty and staff. The club organizes a car show in the spring and participates in related activities throughout the school year.
- SkillsUSA - SkillsUSA is the organization for trade, industrial, technical and health occupation students in high schools and colleges. The annual SkillsUSA United States Skill Olympics is the national-level competition for vocational students. Nearly 5,000 students - each a gold medal winner from his/her state compete in 91 occupational and leadership skill areas.
- American Institute of Architecture Students (AIAS) - AIAS promotes excellence in architecture among students.
- Instrumentation Society of America (ISA) - ISA provides opportunity for membership in a national organization that supports the control systems industry.

## STUDENT ACTIVITY FEE

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Students are charged an activity 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. The fee includes accident insurance for all students while on Ranken property. Health coverage is available for all students at an additional cost, please contact the Finance and Administration department at (314) 286-3398 for more information.

## ACADEMIC ADVISING

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1. Add/Drop forms
2. Change of registration forms
3. Honors verification
4. Official separation/withdrawal from the College
5. Petitions to graduate, degree audits
6. Registration assistance
7. VA Certification

Note: Students applying for readmission to the College should complete an application and submit it with a non-refundable \$25.00 fee to the Admissions office.

Hours of operation when school is in session are:

Monday - Thursday, 7:30 a.m. - 6:00 p.m.

Friday, 7:30 a.m. - 3:30 p.m.

## REGISTRAR'S OFFICE

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1. All academic records
2. Change of address
3. Diploma issue/diploma replacement (\$35.00)
4. 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 the Registrar's office at (314) 286-3660. 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 his/her name and telephone number.
5. Enrollment verification reports
6. Good student discounts/full-time status forms
7. Release of information forms
8. Transcript evaluation for transfer credits
9. Transcripts issued. Requests for official transcripts must be made in person or in writing. Transcripts cost \$3.00 per copy and require the student's signature. Transcript requests may be transmitted by fax for a charge of \$5.00 per copy.

Hours of operation when school is in session are:

Monday - Friday, 7:30 a.m. - 3:30 p.m.

## DEPARTMENT OF PUBLIC SAFETY

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In order to ensure the safety and security of students, the security personnel needs 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. Students IDs are part of the Ranken 1Card, which is issued 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 we 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.

## STUDENT HOUSING

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The Myrtle & Earl Walker Residence Hall has the capacity to house more than 200 students and features 60 residential units. Students interested in housing should visit the Residential Life office located on the first floor of Walker Hall.

## STUDENTS WITH DISABILITIES

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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. 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 Achievement Center (SAC) 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 SAC and provide written documentation of their disabilities from qualified professionals or agencies. This documentation includes educational, medical, psychological, and/or other appropriate diagnostic evaluations to define the nature and extent of the disability along with recommendations for appropriate accommodations. A copy of the Documentation Guidelines may be obtained by contacting the SAC.

In order to have accommodations in place at the start of the semester, documentation should be provided to the SAC at least 30 days before the start of the semester. Once the documentation has been reviewed and found to meet the guidelines, each of the student's instructors will be notified in writing of the appropriate accommodations for that student. It is the student's responsibility to discuss his/her needs with the instructor for each course.

The SAC 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 SAC at (314) 286-4891 or (314) 286-3687.

## HARASSMENT

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Ranken Technical College strives to provide an educational environment that is free from all forms of harassment, including sexual harassment for all faculty, staff, and students. Ranken is committed to providing an environment that treasures diversity and emphasizes the dignity and worth of every individual; an environment in which every individual is treated with respect. Harassment in any form is contrary to these goals and fundamentally at odds with values of Ranken Technical College. It is unacceptable behavior and will not be tolerated. Ranken Technical College accepts the definition of harassment developed by the National Association of Student Personnel Administrators which is: "Acts or communications causing emotional stress addressed to individuals or groups because of religion, gender, sexual orientation, age, disability, marital status or veteran's status." Ranken Technical College enforces the guidelines under Title IX of the Federal Education Amendments of 1972 for sexual harassment. Some examples of sexual harassment include the following:

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
2. Submissions to, or rejection of, such conduct by an individual is used as the basis for employment decision affecting such individuals.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or hostile environment.

If you believe you have been subjected to harassing behavior, you are encouraged to discuss the matter with your instructor, department head, or the Ranken counselor.

## **Other Institutional Policies**

### ACCEPTABLE USE OF COMPUTER LABS

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#### 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:

1. 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.
2. 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.
3. All files and data created by the user must be saved to a removable drive or to his/her designated network directory, if one exists.
4. 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.
5. It is the responsibility of the IS department to minimize downtime and insure that all computer systems in the labs are functioning and available for use. Furthermore, the IS department must insure 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:

1. 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.
2. Playing games is strictly prohibited.
3. Copying, downloading or using any unauthorized licensed or copyrighted programs in Computer labs by any user is strictly prohibited.
4. No food or drink is allowed in any computer lab.
5. 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.

6. 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/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 dean of academic affairs, concerning any user defined in the scope of this policy who has participated in unacceptable uses as outlined above.

It is the responsibility of the dean of academic affairs 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, mis-deliveries, 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.

COMPLAINTS AND CHANGES

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Ranken will maintain a record of formal, written student complaints filed with the president, vice president for education, vice president for finance & administration or the dean of academic affairs. The record will be held and maintained by the president's executive assistant.

Ranken Technical College reserves the right to make changes, additions, or amendments to policies deemed necessary during the course of the school year.

Such changes made after the handbook publication date will not be reflected herein. The dean of academic affairs can provide copies of revisions to existing policies or new policies. A complete updated copy of the student handbook is available on the internet at [www.ranken.edu](http://www.ranken.edu).