

# RANKEN

## TECHNICAL COLLEGE

### **DRESS APPEARANCE POLICY/ATTENDANCE POLICY/REFUND POLICY 2020-2021**

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#### **DRESS APPEARANCE POLICY**

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 vice president for diversity and student success 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

- Hair must be clean, trimmed and neatly groomed.
- 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.
- Hair length must not present a ragged or uncombed appearance and 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.
- No buns, bobby pins or adornments are allowed.
- Unnatural hair colors are unacceptable.

The vice president for diversity and student success has the authority to determine when hairstyles or colors are not in compliance with the College's expectations.

#### Female Students

- Female students will be required to wear their hair trimmed and styled in accordance with the safety regulations of their technical department.
- Unnatural hair colors are unacceptable.

The vice president for diversity and student success 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 in the lobe of the ear only. Plugs, industrials/scaffolds, helixes, punches or other such ear adornments are not permitted.

#### Hats or Caps

Students may wear hats or caps on campus. However, head coverings may not be worn in classes except in those shop classes where approved by the department and in accordance with the department's 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 vice president for diversity and student success.

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:

- To practice the important employability skill of presenting a professional appearance
- To foster a spirit of professionalism
- 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, Ford ASSET, Honda PACT 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 flare, denim style, 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 black or brown belt must be worn.

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

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

Advanced Manufacturing Technology	Dark Colors
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### 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; however, female students may elect to wear skirts in those departments where it is appropriate to do so (Architecture, Building Systems Engineering Technology and 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 samples 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 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 vice president for diversity and student success. Exceptions to clothing requirements may be made for individual students with special circumstances, such as pregnancy or a medical condition, that require special clothing. These exceptions will be determined on a case-by-case basis by the vice president for diversity and student success.

### Specific Footwear by Department

#### Architectural Technology and 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, Building Systems Engineering Technology, Heating, Ventilation, Air-conditioning and Refrigeration Technology, High Performance Racing Technology, Major Appliance 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.

#### Advanced Manufacturing Technology, Plumbing Technology, Precision Machining Technology, Industrial Technology, Fabrication and Welding 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, solid-color leather work shoe or boot (steel toe not required). No sport or athletic shoes of any kind are allowed.

### **ATTENDANCE POLICY**

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

#### **Seated/Face-to-Face Courses:**

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

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

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

- Cancelled course sessions and holidays do not affect the allowable number of absences. The allowable number is always based upon the total number of sessions the course is scheduled to meet.
- The number of scheduled course sessions can be found on the course syllabus.
- Arriving after the scheduled start time or leaving before the scheduled end time will result in a tardy designation for attendance. A tardy is defined as a period of up to 10 minutes during the scheduled class time when a student is not present.
  - \*Every two tardies will count as one absence. (two tardies = 1 absence, four tardies = 2 absences, six tardies = 3 absences, etc.)
  - \*Students missing more than 10 minutes of the course will be counted as absent.
- Students will be allowed to make up reasonable academic work missed due to an absence. Reasonable work includes homework, quizzes and tests. It is not reasonable to make up missed shop and lab hands-on work.

For Attendance regarding On-line Courses/Internship Courses/Exceeding Allowable Absences/Appeals, please refer to Student Handbook located on [insideranken.org](http://insideranken.org)

### **REFUND POLICY (Refer to Student Handbook located on [insideranken.org](http://insideranken.org))**

#### **Institutional Refund Policy**

If an applicant cancels his or her registration prior to the start of class, all money paid in advance toward tuition, lab fees, laptop fees, certification testing fees, student fees and organizational fees (if applicable for the program) will be refunded. The \$95 registration fee is non-refundable. If the applicant has purchased items from the bookstore, those items will need to be returned to the bookstore. Textbooks purchased through eCampus are subject to their return policies. For more information, visit <https://ranken.ecampus.com>.

#### **Ranken 1Card refund Policy**

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

### **Withdrawals and Associated Charges/Credits**

## **Withdrawal from the College**

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

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

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

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

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

### **Withdrawal from Technical Major Only:**

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

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

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

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

### **Eight Week Coursework Only**

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

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

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

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