

RANKEN TECHNICAL COLLEGE

4431 FINNEY AVE., ST. LOUIS, MO 63113

TRANSCRIPT GUIDE

GENERAL INFORMATION

The David Ranken Jr. Technical Institute was founded by David Ranken, Jr. in St. Louis as a nonprofit endowed educational institution in 1907. By foundation deed, he established a school wherein the mechanical trades and technologies would be taught. In the 1973-1974 academic year, the name was changed to Ranken Technical Institute. In 1989, Ranken Technical College became the official name. The college is committed to an education formula that consists of three unique components: Technical Training, General Education and Work Ethic.

ACCREDITATION

Ranken Technical College is accredited by The Higher Learning Commission and is a member of the North Central Association.

LENGTH OF TERM

Undergraduate Day division students completed coursework under a trimester system. As of Fall 2000, a semester system was established. As of Fall 2007, the Undergraduate Evening division students converted from a term system (four per school year) to a semester system.

UNIT OF CREDIT

Semester Hour

ATTENDANCE AND WORK ETHIC FOR UNDERGRADUATE DAY DIVISION

Attendance and/or Work Ethic grades were awarded for each course beginning with the 1994-1995 school year. Grades were then averaged each term for a single grade but NOT calculated into the GPA. As of the 1997-1998 school year, students who did not meet attendance requirements for individual courses were awarded a grade of "WF" for the course. As of the 2001-2002 academic school year, letter grades were no longer awarded for Work Ethic. Instead, Ranken adopted a practice that is very common in industry today whereby an employee's performance is assessed using one of the following descriptors: Exceeds Expectations (EXE), Meet Expectations (MEE), Needs Improvement (NIM), or Does Not Meet Expectations (DNM). The core Work Ethic traits are further outlined in the Student Handbook.

GRADES CALCULATED IN THE GPA

GRADE	PERCENTAGE	POINTS
A	93-100	4.0
B+	90-92	3.5
B	84-89	3.0
C+	81-83	2.5
C	75-80	2.0
D	70-74	1.0
F	BELOW 70	0.0
WF	WITHDRAW FAILING	0.0

GRADES NOT CALCULATED IN THE GPA

AU	AUDIT CREDIT
CL	CREDIT BY EXAMINATION
I	INCOMPLETE
N	IN ATTENDANCE
NP	NOT PASSING
P	PASS
W	WITHDRAW PASSING
EXE	EXCEEDS EXPECTATIONS
MEE	MEETS EXPECTATIONS
NIM	NEEDS IMPROVEMENT
DNM	DOES NOT MEET EXPECTATIONS
WIP	WORK IN PROGRESS

REPEATED COURSE SYMBOLS

#	Repeat Attempt Withdrawn
*	Prior Repeat Attempt Grade Forgiven
R	Repeat Attempt Grade Calculated

Repeat Course: Only the latest grade earned will be used in calculating grade point average.

TRANSFER CREDIT

Accepted transfer credits satisfy course curriculum requirements but are not calculated into the grade point average.

CREDIT BY EXAMINATION

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

REGONITION OF ACADEMIC ACHIEVEMENT

Undergraduate Day division students were eligible for the designation of "Graduation with Honors" on their diploma provided they met the following criteria:

1. Overall cumulative grade point average of 3.75 or higher (instituted in Fall 1999)
2. Meets Expectations in Work Ethic

Prior to the 1996-1997 school year, a minimum 3.25 grade point average was required. In the 1997-1998 school year, a minimum 3.50 grade point average was required along with a 3.50 grade point average in attendance and work ethic. In the 1999-2000 school year a minimum 3.75 grade point average was required to graduate with honors along with a 3.75 grade point average in work ethic. In the 2000-2001 school year, work ethic grades of an "A" or "A+" were required in all semesters for graduation with honors.

Effective with the 2002-2003 school year, qualifying graduates were designated with Latin Honors as follows:

Career (Cumulative) GPA	
3.50	Cum Laude
3.75	Magna Cum Laude
3.90	Summa Cum Laude

Effective with the 2006-2007 school year, qualifying Undergraduate Evening division graduates were designated with Latin Honors.

The attached information has been forwarded at the request of the student with the understanding that it will not be released to other parties. The Family Education Rights and Privacy Act of 1974 prohibits release of information without the student's written consent. Please return this material to us if you are unable to comply with this condition of release.

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