MISSION STATEMENT

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.

* Ranken reserves the right to change all information appearing in this publication. Please contact us for up-to-date information.
Ranken Technical College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. For more information, contact:
North Central Association of Colleges and Schools
Commission on Institutions of Higher Education
www.ncahigherlearningcommission.org
(312) 263-0456

General Education and Degree Options

The vision statements for Ranken Technical College define the College’s mission and purposes. Ranken Technical College shall:

- Be a leader in providing technical education.
- Promote an environment which celebrates diversity, recognizing the valuable and unique contributions diverse people can bring to the Ranken community.
- Actively involve itself in community issues.
- Continuously explore new areas of technology for inclusion in existing programs as industry demand and market conditions dictate.
- 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.
- Support a continuous improvement process which assesses and improves the quality of education in terms of content, delivery and student learning.
- Provide a faculty and staff possessing the requisite knowledge, education, experience and motivation to perform their varied roles.
- Provide student support services necessary to promote persistence from enrollment to employment.
- Foster a climate in which employees experience a high level of job satisfaction.
- Manage resources in an ethical and responsible manner to meet current and future challenges.
- 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.

Educational Formula

The technical component consists of the theoretical and practical application of modern technology in any of the College’s programs. The general education component assists students in developing strong communication skills, scientific and mathematical reasoning, computer literacy, an understanding of business and an appreciation of the individual’s role in society — all of which prepare students for careers. Finally, Ranken treats students as professionals from day one. The work ethic component exposes students to the values, attitudes and behaviors sought by current employers — the qualities that are likely to lead to successful careers. These three components are the primary reasons for student success. They explain why employers continue to seek out Ranken graduates year after year.

HISTORY

Ranken Technical College was founded in 1907 by David Ranken, Jr. as a private, non-profit educational institution to train students for employment in a variety of technical and mechanical occupations. Established with a foundation deed of more than $1 million, Ranken began its first academic year in September 1909. David Ranken, Jr. later added his entire fortune to the school’s endowment, which has contributed to the substantial growth of the College and helped to reduce annual operating costs and tuition. Today, at $45 million, Ranken’s endowment fund significantly supplements the cost of student education. With its proud tradition of excellence in education, Ranken has maintained its position as a national leader in technical education. Ranken is the first — and one of the only — non-profit trade and technical schools to be accredited by the North Central Association of Colleges and Schools. Over the years, the small campus of 1907 has grown to provide almost 500,000 square feet of classrooms, labs, shops and administrative offices — all designed to maximize hands-on learning.
STUDENT ORGANIZATIONS

AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS (AIAS) promotes excellence in architectural education, training and practice. It fosters an appreciation of architecture and related disciplines as well as organizes architecture students. The organization also combines their efforts to advance the art and science of architecture.

INSTRUMENTATION SOCIETY OF AMERICA is a national organization supporting the Cental Systems industry.

PHI THETA KAPPA is an international honor society offering a variety of opportunities for scholarship, intellectual enrichment and personal development through programs based on Phi Theta Kappa’s four hallmarks: scholarship, leadership, service and fellowship.

RANKEN AUTOMOTIVE CLUB consists of car, truck or motorcycle enthusiasts. Membership is free and open to all Ranken students, faculty and staff. The club organizes an annual car show and participates in related activities throughout the year.

RANKEN OUTDOORS CLUB is open to any Ranken student or employee interested in outdoor activities including hunting, fishing, boating and camping. The organization plans annual group hunts and fishing outings as well as hunter safety courses.

STUDENT SERVICES

STUDENT ACHIEVEMENT CENTER

The Student Achievement Center (SAC) offers a comprehensive array of academic support services for all Ranken students as well as faculty and staff members. These services and the resources provided by the SAC are all provided at no charge. The SAC also has services available for prospective students, alumni and industry professionals. The SAC offers individual and group tutoring on a walk-in or appointment basis for general studies courses and technical programs. It also provides a tutor training program that is certified by the College Reading and Learning Association.

In addition, study skills guidance is available throughout the academic year on topics such as time management, learning styles, taking lecture notes and test taking. Print, video/DVD, computer-aided and online materials are also available on a variety of study skills topics, including math, reading and writing.

The SAC operates a testing room and administers Placement, Course and Industrial Testing in addition to Credit-By-Examination and CLEP® testing services. The SAC also administers the Ranken STEPS (math and reading) programs, which may be identified as prerequisite courses for general studies courses or technical majors, and Information Technology (IT) certification testing.

Students with diagnosed learning, medical or physical disabilities should provide documentation to the SAC director in order to be eligible to receive accommodations at Ranken Technical College. The SAC is located on the second floor of the Finney Building. Hours of operation are 7 a.m. to 6 p.m. Monday through Thursday, 7 a.m. to 3 p.m. Friday, and 8 a.m. to noon Saturday.

TRIO STUDENT SUPPORT SERVICES

Student Support Services (SSS) is a federal TRiO program funded by the U.S. Department of Education. It is designed to increase retention and graduation rates, increase transfer rates from two-year to four-year institutions and improve the financial literacy and economic literacy of eligible students. SSS is also designed to foster an institutional climate supportive of the success of disadvantaged students such as those who are limited English proficient, students from groups that are traditionally underrepresented in postsecondary education, students with disabilities, students who are homeless children and youth, students who are in foster care or are aging out of the foster care system or other disconnected students. SSS helps students overcome barriers to education and students in SSS are more twice as likely to remain in college, compared to students from similar backgrounds who chose not to participate in the program.
In addition to the services offered to all students at Ranken, students participating in SSS will have access to:

- Additional tutoring
- Academic guidance and intervention
- Assistance with scholarship searches
- Tools of the Trade Program (designed to establish good study habits, time management and decision making skills)
- Opportunities for mentoring and cultural activities
- Individual academic plans
- Personal and career counseling
- Monthly success workshops
- Transfer guidance

To see if you are eligible to participate, please stop by the SSS office in Finney F229 any time between 8:00 a.m. and 5:00 p.m. Monday through Friday or call (314) 286-3608.

COUNSELING CENTER

Ranken Technical College is committed to taking a personal approach to student needs and concerns. Counseling services are free and available to all currently enrolled students. The counseling center provides a confidential environment where students can talk with a licensed counselor to identify ways to deal with difficult life situations, various stressors, time management and academic issues. If additional help is needed, the counselor can provide community referrals or further resources.

LIBRARY

The Ranken Technical College Library fulfills its mission to support and enrich the curriculum and provide for the information needs of the College by providing access to a comprehensive high-quality collection of multimedia resources for the use of the students, faculty, staff and alumni of Ranken Technical College. All of its resources and services are developed to support users in the achievement of learning goals in both the technical and general education areas.

This full-service, multimedia library contains more than 20,000 books, pamphlets and audiovisuals, as well as a large collection of daily newspapers, professional journals and other periodicals. The Library is equipped with Internet access and Microsoft Office® applications. Interlibrary loan is also available through Get Connected, a consortium of Missouri and Kansas academic libraries. 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 are 7:30 a.m. to 6:00 p.m. Monday through Thursday and 7:30 a.m. to 3:00 p.m. on Friday, when classes are in session.

RESIDENTIAL LIFE

On-campus housing is available for students in Ranken’s first dormitory, Walker Hall. This two-story dorm, which opened in 2009, has the capacity to house over 200 students and features a recreation room with pool and ping pong tables, lounges with flat screen televisions, a seminar room for meetings and events, private study rooms, community kitchens with microwaves, wireless internet throughout the building, laundry room, mailroom, exercise equipment, 24/7 security, controlled access doors leading to residential areas and an outdoor basketball court. There are four different room types, including single units, double units, 2-bedroom apartments, and 4-bedroom apartments. Each loft-style room is furnished with a twin-size bed, wardrobe (no wardrobes in 2-bedroom apartments since they have closets), desk and chest of drawers for each resident to use. Bathrooms with showers are located in each residential unit. Internet and basic cable are provided in rooms at no extra cost to students. Utilities are included. Day school residents are required to purchase a meal plan. Financial aid may be available to help students pay for housing costs.

FOOD SERVICE

The College features a full-service dining hall on campus that serves breakfast, lunch and dinner during the school year. The dining hall offers complete meals, sandwiches and snacks at affordable prices.

SECURITY

Ranken has 24-hour, full security on campus. Information about Ranken’s crime awareness and campus security is posted on the Web at www.ranken.edu/security. This report contains the College’s policies and procedures for reporting crimes, the law enforcement authority status of security personnel and the actual campus crime statistics. A paper copy is available upon request.

BOOKSTORE

Ranken Technical College operates an on-campus bookstore that contains all of its print resources. Additionally, numerous electronic databases are available through Ranken’s membership in MOREnet and computers are equipped with Internet access and Microsoft Office® applications. Interlibrary loan is also available through Get Connected, a consortium of Missouri and Kansas academic libraries. 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.

CAMPUS VISITS

Choosing the right college is an important decision. We encourage visitors to tour the Ranken campus and speak with an admissions counselor to receive additional information. On the tour, visitors can see Ranken classes in action and view our state-of-the-art facilities. Individual and group tours are given by appointment, Monday through Friday, throughout the year.

Admissions Office Hours

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 noon, by appointment only

APPLICATION FEE

A non-refundable application fee of $25 is required for admission to Ranken Technical College’s day school programs, the Bachelor of Science in Applied Management (BSAM) program or the Associate of Applied Science (AAS) degree program. The fee is the same for all students – degree seeking or certificate seeking – whether they begin in the fall, spring or summer session. The fee is not refundable if the applicant withdraws. A registration fee is required for evening certificate programs – however, an application fee is not required for the evening certificate programs.
ADMISSION
Candidates for admission may begin the application process at any time during the school year. All required application/registration materials are due one week prior to the start of the semester. Application and registration are encouraged early as classes fill very quickly.

MINIMUM STANDARDS FOR ADMISSION
Applicants who plan to graduate, possess a high school diploma or GED certificate are considered eligible for admission to the College. The following criteria will be used to determine placement in courses:

- Day School
  1. Complete an application.
  2. Take the COMPASS Placement Test* (Ranken’s Admissions Test, can be administered at Ranken) for Reading, Math, and Writing.
  OR
  - Submit ACT scores in Reading (13 or higher) Math (17 or higher) and Composition (7 or higher).
  OR
  - Submit a college transcript with transferable credits for English Comp I and/or Intermediate Algebra.

  3. Submit the $25 non-refundable application fee and the $70 non-refundable registration fee.
  4. Submit a copy of your high school diploma or final high school transcript or GED Certificate at least one week before the first day of class.

The placement test is administered by appointment during regular office hours. Students should allow at least two hours for testing.

Evening Program
Evening program students who possess a high school diploma or GED meet all requirements for entrance into their major and are not required to meet placement criteria. (Exception: Students interested in the Central Systems Technology, Electrical Automation Technology or Electrical Construction Design and Management and Stationary Engineering programs must take the ACT Compass math placement test.) The evening program registration fee is $95.

Bachelor of Science in Applied Management (BSAM)
Admission requirements include a certificate or degree from Ranken’s day school program, a two-year certificate from our evening program or an application for transfer from a regionally-accredited institution with a technical associate degree or certificate. Applications for admission through transfer credit will be evaluated on a case-by-case basis. Letters of recommendation from past faculty or employers, providing evidence of the prospective student’s work ethic, may also be required.

CREDIT-BY-ASSESSMENT
Ranken Technical College participates in several programs designed to evaluate educational experiences obtained through high school programs. These high school programs are designed to assist the College and the student to evaluate 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 skill level attained through a high school and/or a technical program. Any student enrolled at Ranken who has met the requirements (75% or higher in both written and hands-on testing) in one of the assessment programs may be eligible to receive college credit. For more information, contact the Admissions department.

TRANSFER ADMISSION
Ranken Technical College welcomes transfer students from two-year and four-year public and private universities and colleges. Transfer applicants are those degree or certificate seeking students who have previously enrolled in a regionally-accredited post-secondary degree program. Transfer applicants should begin application procedures at least one month prior to final registration for the semester in which they seek admission.

Students may use transferable credits to meet the placement criteria. An official transcript should be sent to the Admissions office. The transferability of credits will be evaluated on a case-by-case basis by the Registrar’s office.

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

READMISSION
Students who left the College prior to completing their course of study, or Ranken graduates seeking further degrees or certificates may apply for readmission. All candidates must submit a separate readmission application and day school students must submit a non-refundable application fee of $25 and a $70 registration fee to the Business office at the time of course enrollment. Evening program students must also submit a registration fee. Contact the Admissions office for additional information.

ADMISSIONS (CONTINUED)

ADMISSIONS (CONTINUED)

ORIENTATION
An orientation program is conducted prior to each new semester. All new students are required to attend in order to learn about the College’s policies and procedures, regulations and support services. In addition, students are exposed to the resources that will help them build a successful career. New students will be notified of orientation dates. There is also a separate family orientation available in the evening, to inform family members about the resources available at the College. Evening program students typically have orientation on the first day of class.

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

TUITION AND FEES

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

Tuition is subject to change, for all updated tuition costs please visit www.ranken.edu.

REGISTRATION FEE
A non-refundable registration fee of $70 for the undergraduate day and BSAM programs is due at the time of course registration. Undergraduate evening and AAS program students must pay a non-refundable registration fee of $95 at the time of course registration.

TUITION DEADLINE
Tuition and charges are paid and payment arrangements are made through the Business office. Failure to pay tuition and charges will result in being dropped from all courses. If the tuition due date falls on a day when Ranken is closed for business, tuition is due the next business day.

- Tuition for the fall semester is due by July 1.
- Tuition for the spring semester is due by December 1.
- Tuition for the summer session is due by May 1.

BOOKS, TOOLS AND SUPPLIES FEES

BOOKS, TOOLS AND SUPPLIES FEES

Sponsored students who are authorized to charge bookstore purchases, must do so by the end of the first week of class. Students who overcharge or abuse their sponsors will be reported and will be responsible for paying any merchandise that the sponsor will not cover. Non-required materials must be approved in writing by the sponsor prior to purchase.

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

STUDENT ACTIVITY FEE
The student activity fee will cover costs of student benefits such as an annual Ranken parking tag, Ranken ID card, accident insurance, official transcripts while in attendance, cap, gown and diploma.

For the updated student activity fees, please visit www.ranken.edu.

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. They 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 may earn credits and course exemptions. Our institution grants a total of 12 possible credits for successful performance on CLEP® examinations for courses listed in the degree requirements.

SPONSORSHIP PROGRAMS
Ranken Technical College will provide a billing service to companies who wish to be invoiced for an employee’s training. If the sponsor refuses to reimburse Ranken for any reason, the student is responsible for all costs and expenses for the associated semester.

Students who are authorized to charge bookstore purchases, must do so by the end of the first week of class. Students who overcharge or abuse their sponsors will be reported and will be responsible for paying any merchandise that the sponsor will not cover. Non-required materials must be approved in writing by the sponsor prior to purchase.

For the updated student activity fees, please visit www.ranken.edu.
**REFUND POLICY**

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.

Any student who wishes to withdraw from the College must contact the Registrar’s office or Academic Advising office for the appropriate withdrawal procedures.

If an applicant cancels his/her registration prior to the start of class, money paid in advance toward tuition, lab fees, laptop fees, certification testing fees and organizational fees (if applicable for the program) will be refunded. The $99 Registration deposit is not refundable. If the applicant has purchased items from the bookstore, those items will need to be returned to the bookstore.

**INSTITUTIONAL REFUND POLICY**

Withdrawal from Technical Major Only

Beginning with the first day of class, any student who withdraws from his/her technical major course work but remains 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 full week of the semester — 90% credit for technical course work attempted and a charge of $100 per credit hour for general education classes.
2. Withdrawal from technical major course work during the second full week of the semester — 75% credit for technical course work attempted.
3. Withdrawal from technical major course work during the third full week of the semester — 60% credit for technical course work attempted.
4. Withdrawal from technical major course work during the fourth full week of the semester — 45% credit for technical course work attempted.

After the end of the fourth week of the semester there will be no credits for course work attempted.

Withdrawal from the 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 schedule below:

1. Withdrawal from the College during the first full week of the 8 week coursework — 65% refund of institutional charges.
2. Withdrawal from the College during the second full week of the 8 week coursework — 45% refund of institutional charges.

After the end of the second full week of the 8 week coursework, 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.

Withdrawal with Eight Week Coursework

Beginning with the first day of class, any student attempting 8 weeks of coursework who withdraws from the College will receive a refund of institutional charges according to the following schedule:

1. Withdrawal from the College during the first full week of the 8 week coursework — 65% refund of institutional charges.
2. Withdrawal from the College during the second full week of the 8 week coursework — 45% refund of institutional charges.

**CREDIT BALANCE REFUND POLICY**

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.

Through the administration of various financial aid programs, Ranken Technical College assists qualified students who demonstrate financial need. The College will make every effort to assist all students in meeting their financial obligations through part-time employment, scholarships, institutional and/or private loans, state financial aid or federal financial aid. Since the College is dedicated to helping those who help themselves, every financial consideration will be made.

**FINANCIAL AID**

**COST OF ATTENDANCE**

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- and non-need-based financial aid.

**VERIFICATION PROCESS**

Federal regulations require that the U.S. Department of Education select a certain percentage of financial aid applicants to verify the information they provided on the FAFSA. This process is called “verification.” In addition to the governments selection of applicants, the College may also require financial aid applicants to verify their information if they can be expected 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:

1. An initial letter will be sent to the student explaining that he/she has made a request for verification and 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 student’s 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 he/she 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**

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 eligibility
4. Must have resolved any drug conviction issue
5. Must be a U.S. citizen, U.S. permanent resident, citizen of the Federally Associated States, the Federated States of Micronesia and the Republics of Palau and the Marshall Islands or an eligible noncitizen
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

**INSTITUTIONAL PROGRAMS**

Ranken currently offers a variety of institutional aid to students who qualify. Awards may be based on a student’s technical major program and/or out-of-state residency. Completion of the FAFSA is a requirement to be considered for any institutional aid.

**PRIORITY FINANCIAL AID APPLICATION DEADLINE**

The priority deadline for financial aid applications is July 1 for the fall semester and December 1 for the spring semester. Students are advised to apply early for full consideration. Later applications will be considered only if funds are available.
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 Timeframe
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 90 credit hours will lose all financial aid eligibility after the student has attempted 135 credit hours. Developmental courses are not counted in the 150% maximum timeframe calculation, however, accepted transfer hours are counted in the 150% maximum timeframe calculation.

Appeal & Reinstatement
If extenuating circumstances (illness, death in the family, etc.) contributed to the student's lack of "Satisfactory Academic Progress" the student may request an appeal to have their financial aid eligibility reinstated. Requests for an appeal must be made in writing to the director of financial aid. If the student does not qualify to file an appeal the student may pursue reinstatement by attending Ranken without any financial aid until they have attained a career GPA of 2.0 or better and a cumulative completion rate of 67% or better. A student may also request reinstatement if a grade change has improved their 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 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 W, WF or WF 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/recipients 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.

RETURN OF TITLE IV FINANCIAL AID
In addition to the Institutional Refund Policy, all students receiving federal financial aid, who completely withdraw from the College, will be subject to the "Return of Title IV Aid" formula derived from the 2007/08 Reauthorization of the Higher Education Act. The federal formula is applicable to any student receiving Title IV Federal Aid, other than federal work study, if that student withdraws on or before the 60th percent point in time in the semester. Withdrawal from the College refers to the student's last date of attendance (LDA) as officially recorded in the Registrar's office. According to the "Return of Title IV Aid" formula, students "earn" their financial aid on the basis of the portion of the semester that has been completed in conjunction with the "institutional charges" that have been accrued for that semester. The college also "earns" a portion of the financial aid.

Financial aid that is determined to be "unearned" by the student and/or College must be returned to the appropriate Title IV program(s). The amount of "unearned" aid is calculated as a percentage by taking the number of calendar days completed in the semester and dividing 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 Title IV 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. Students will also receive a copy of any correspondence regarding a return of subsidized, unsubsidized or Parent PLUS Loan money that has been made due to the required return calculation.

If funds were released to a student because of a credit balance on the student's account, then the student may be required to repay some of the federal grant and/or loan proceeds released to them. 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 repaying grant funds will be notified in writing of the amount of the grant that must be repaid/repaid. The student will have 45 days from the date of notification to repay the overpayment of grant funds 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 Direct Unsubsidized Stafford Loan Program
2. Federal Direct Subsidized Stafford Loan Program
3. Federal Direct Parent PLUS Loan Program
4. Federal Pell Grant Program
5. Federal Supplemental Educational Opportunity Grant (SEOG) Program

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 amount 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.

Scholarship Program
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 scholarships. Amounts of awards will also vary and are determined by a scholarship committee 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
Ranken Technical College maintains a part-time employment service for active students who need supplemental 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.
Students have full responsibility for acquainting themselves with all policies, requirements and procedures pertaining to their academic programs. Ranken reserves the right to change course offerings, course requirements, policies or procedures as it deems necessary. Current policies and procedures can be found in the student handbook.

**NONDISCRIMINATION POLICY**

Ranken Technical College complies with Title VII of the Civil Rights Act of 1964. The College does not discriminate on the basis of race, color, religion, age, gender, sexual preference, national or ethnic origin, or disability in the administration of its educational policies, admission policies, scholarship or loan programs and other college programs.

**STUDENTS WITH DISABILITIES POLICY**

In compliance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Ranken Technical College provides access for students with disabilities. The Student Achievement Center makes every effort to give each student with a disability an equal opportunity to participate in the mainstream of college life at Ranken. Further information on this policy may be found in the student handbook.

**SEXUAL HARASSMENT**

In keeping with the College's efforts to treat all members of the Ranken community with dignity and respect, it is the policy of Ranken Technical College that any form of sexual harassment of students or employees at the College is unacceptable and will not be tolerated. Further information on this policy may be found in the student handbook.

**SUBSTANCE ABUSE**

It is the goal of Ranken Technical College to protect the public health and environment of the College community by promoting an environment free of substance abuse.

**DRESS AND APPEARANCE POLICIES**

As part of Ranken’s commitment to prepare and train students fully for their future careers, the College has policies on appearance, including apparel, jewelry and casual days. Students should refer to the student handbook “Dress and Appearance Policies” section.

**ANNUAL NOTIFICATION UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Ranken Technical College will compile a number of important records in the course of a student’s application, enrollment and attendance. These include:

- Admissions record
- Academic record
- Financial Aid/Business Office Account record
- Attendance record
- Disciplinary record

Students have the right to inspect and review their educational records upon request to the Registrar. Those interested should submit to the Registrar a written request that identifies as precisely as possible the record or records to be inspected. If, after reviewing records, a student finds that they contain errors and are inaccurate or misleading, he or she may request that the records be amended. If the College does not agree with the student’s position, the student may request that a hearing be held. If the student believes that the College has not followed the federal rules under FERPA, the student may write to the U.S. Department of Education. A copy of the complete FERPA policy is available in the Registrar’s office.

Note: The academic transcript of a student is created and maintained by the submission of various other records from faculty and support staff. The academic transcript of a student will be released by Ranken Technical College purportably. The records that support the academic transcript have retention limits, as defined in the College’s FERPA policy.

**RELEASE OF STUDENT INFORMATION**

Generally, the College will not release any information about a student to outside individuals without having first received written permission from the student. All students should complete a Release of Information Authorization for inclusion in the academic record on file in the Registrar’s office. On occasion, the College may provide such information under state or federal laws, to auditors, accreditors or other official reviewers.

The release of certain information is not considered a violation of a student’s rights to privacy; the College is permitted to release this information routinely, unless a student specifically asks it not to be released. All Ranken, this general information is considered to be name, program of study, participation in recognized activities, dates of enrollment and academic honors, certificates or degrees earned.

**BOOKSTORE REFUNDS**

Items returned must be accompanied by a receipt.

All textbooks are returnable for a full refund within 30 days of purchase if the books are deemed resalable by bookstore management. All textbooks are returnable for a full refund when a class is cancelled or when a student tests out of the class (if books are in resalable condition).

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

Defective tools may be returned for an even exchange with bookstore management approval. Used tools are not returnable except in special circumstances as determined by bookstore management.

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.

For all other student policies and procedures, please refer to the student handbook.