

2015-2016 Catalog Addendum #1

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P. 29-30: Student Appeal/Grievance Procedures

The following procedure should be used for any appeal, including academic appeals that are generated from a student or on behalf of the student population of the College:

1. The appeal shall be presented in written form within five working days after the occurrence of the situation. A student wishing to appear before an appeal committee must state his/her request in writing. This request must be submitted to the Registrar, who is designated as the Judicial Appeals Officer or to the Vice President for Student Affairs. The student will be notified of the committee's meeting time, date, and location by the Judicial Appeals Officer. Students can also report a concern or grievance using the College's toll-free number, 1-866-890-6933, or via email at brtstudentgrievance@blackrivertech.edu
2. The Judicial Appeals Officer will submit the appeal to the Appeals Committee for the committee's consideration. If the Appeals Committee cannot reach a majority decision, the appeal will be presented to the Administrative Appeals Committee. If the appeal involves grades, policies, or procedures, the Judicial Appeals Officer will present the appeal directly to the Administrative Appeals Committee for consideration. The Appeals

Committee has no authority, in any circumstance, to overturn grades or to change the policies and/or procedures of the College. The Judicial Appeals Officer will notify the student in writing of the decision rendered within five working days.

3. If the appeal has not been resolved, the student may appeal the decision of the Appeals Committee within five working days from the date of notification. This appeal shall be in written form and shall be submitted to the Judicial Appeals Officer.

The Appeals Committee will consist of three of the following individuals:

- Director of the Career Pathways Program
 - Registrar's Assistant
 - Division Chair of Technical Education
 - Division Chair of General Education
 - Division Chair of Allied Health
 - Paragould Academic Site Coordinator
4. The Judicial Appeals Officer will submit the appeal to the Administrative Appeals Committee for the committee's consideration. The Administrative Appeals Committee will arrive at a conclusion and will submit the decision to the Judicial Appeals Officer. The Appeals Officer will notify the student in writing of the decision rendered within five working days.

The Administrative Appeals Committee will consist of the following:

- Vice President for General Education
 - Vice President for Technical education
 - Vice President for Administration
 - Associate Vice President of Finance
 - Vice President for Student Affairs
 - Vice President for Institutional Advancement
5. In the event a student is dissatisfied with the decision of the Administrative Appeals Committee, she/he may submit a written petition to the governing board, through the college President, to have the case reviewed.

Upon receipt of the appeal by the President, a meeting date and time will be established within 14-21 days with the Executive Committee of the BRTC Board of Trustees. The Executive Committee will review the appeal. A majority vote of the Executive Committee will be the final decision.

After following the institution's grievance procedure, students may file a grievance in writing with the Arkansas Department of Higher Education within ADHE's prescribed timeline with the ICAC Coordinator, Arkansas Department of Higher Education, 114 East Capitol, Little Rock, AR 72201.

Students having concerns pertaining to the compliance with Title VI, Title IX, or Section 504 of the Rehabilitation Act of 1973 should direct their concern directly to the Vice President for Student Affairs or refer to the Sexual Harassment Policy and Procedures found on pages 24- 38 of the Student Handbook and pages 31-42 of the College Catalog. Unresolved concerns may be directed to the Office for Civil Rights, US Department of Education, 1200 Main Tower Building, Dallas, TX 75202.

P. 51: Associate of Applied Science Degree

- Accounting
- Administrative Services (Legal Emphasis)
- Business Administration
- Business Technology Applications
- Emergency Medical Technician/Paramedic
- Fire Science
- Entrepreneurship
- General Technology
- General Technology–Health Professions Nursing
- General Technology–Health Professions Respiratory
- General Technology–Option for LPNs
- Health Information
- Industrial Maintenance Technology
- Law Enforcement Administration (*law enforcement personnel only*)
- Networking
- Nutrition and Dietetics
- Registered Nursing
- Respiratory Care

P. 52: Technical Certificates and Certificates of Proficiency

Technical Certificates

- Accounting Assistant
- Administrative Services Technology
- Auto Collision Technology
 - Cosmetic Repair Technology
 - Structural Repair Technology
- Automotive Service Technology
 - Electrical-Engine Specialty
 - Powertrain-Systems Specialty
- Business Technology Applications
- Emergency Medical Technician/Paramedic
- Entrepreneurship
- Fire Science
- Health Professions
 - Nursing Emphasis
 - Respiratory Emphasis
- Industrial Electricity/Electronics
- Law Enforcement Administration □
- Machine Tool Technology
- Microcomputer Business Applications
- Microcomputer Repair Technician
- Nutrition and Foodservice Management
- Practical Nursing
- Web Design
- Welding

Certificates of Proficiency

- Emergency Medical Technician
- Entrepreneurship
- Homeland Security and Emergency Preparedness
- Law Enforcement Administration
- Medical Insurance Coding
- Medical Transcription
- Microcomputer Repair Technician
- Nursing Assistant
- Phlebotomy

P. 58: Online

Students complete all or most aspects of coursework via Moodle, the college's course management system, and are not required to attend class on campus.

P. 112-113: Associate of Applied Science in Crime Scene Investigation

This program is no longer offered.

P. 112-113: Associate of Applied Science in Criminal Justice

This program is no longer offered.

P. 129: Associate of Applied Science in Law Enforcement Administration

BRTC Law Enforcement Training Academy hours are earned through the Academy and are based upon the Commission of Law Enforcement Standards and Training. Students must be law enforcement personnel to earn this degree. *This program is for law enforcement personnel only.*

BRTC Law Enforcement Training Academy Courses

Thirty-nine credit hours are required from the BRTC Law Enforcement Academy.

Required General Education Courses

Credits

Twelve hours required.

| | |
|--|---|
| ~CA 1903 Introduction to Computers* | 3 |
| ~ENG 1003 Freshman English I* | 3 |
| ~ENG 1013 Freshman English II* | 3 |
| ~MATH 1023 College Algebra (or equivalent) * | 3 |

Additional General Education

Credits

Nine hours required.

| | |
|---|---|
| ~CRIM 1023 Introduction to Criminal Justice | 3 |
|---|---|

~POSC 2103 U.S. Government*3

~SOC 2213 Principles of Sociology* **OR**

~PSY 2513 Introduction to Psychology*3

*See General Education Requirements course descriptions.

Sixty hours are required for this program.

P. 141: Auto Collision Structural Repair Technology

First Semester

Credits

AB1023 Resistance Spot-Welding3

AB1064 Body Panels4

AB1074 Materials and Equipment.....4

AB1204 Fiberglass Repair.....4

CA1903 Introduction to Computer Concepts **3

~ENG1003 Freshman English I* **OR**

~SCOM1203 Oral Communications* **OR**

COM1013 Career Communications3

Second Semester

AB1033 Restraint Systems3

AB1094 Waterborne Systems4

AB1104 Structural Repair Methods4

AB1084 Collision Electronics4

MATH1013 Technical Math for Trades and Industry3

**Required for Master Collision Technician Certificate ONLY

*See General Education Requirement course descriptions.

This certificate program will count towards an A.A.S. degree in General Technology.

P. 143: Crime Scene Investigation, Technical Certificate

This program is no longer offered.

P. 159: Crime Scene Investigation, Certificate of Proficiency

This program is no longer offered.

P. 249: Faculty

Rex Flagg, Science. B.S., M.S., Arkansas State University.