

# BR TC

*Student Handbook*  
2020-2021



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# BRTC Student Handbook

## Policy Statement

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Policies and procedures stated in this handbook—from admission through graduation—require continual evaluation, review, and approval by appropriate college officials. All statements in this handbook reflect policies in existence at the time this handbook was published. The College reserves the right to change policies at any time and without prior notice.

## BRTC Mission Statement

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Black River Technical College transforms lives through quality academic and career education to enhance the community we serve.

## BRTC Vision

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BRTC will lead our community in learning and economic development.

## BRTC Values

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- **Students** – Students’ needs are the foundation of our academic, co-curricular, and financial planning.
- **Quality** – At Black River, we strive to provide our students with excellent academic programs, encouraging support services, and administrative support to meet students’ goals.
- **Learning** – We provide degree programs, professional training, enrichment experiences, and collaborative opportunities to foster career and personal improvement.
- **Community Relationships** – The strengths and challenges of our community shape us. We collaborate with our community to share strengths and resources, learn together, and address the needs of our region.

## Academic Advising

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During registration, an advisor will be assigned to each student. The advisor will:

- be a faculty member in the area most closely related to the student's major,
- help the student choose appropriate courses before registration each semester, and
- direct students to information on financial aid, testing, tutoring, and career placement.

Students may also go to the Academic Success Center on the Pocahontas Campus for advising.

## Accidents/Medical Conditions

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### Accidents

To provide needed care and appropriate response, students with serious medical conditions should inform their instructors and the Director of Student Development of such illness. In the event of an accident, an ambulance may be called to transport the student to the local emergency room for proper assessment. **Note: not all health or accident policies cover ambulance services.**

### Seizure Disorders

If a student has a seizure disorder, it is a possibility that the student may have an episode while on campus. Every student who has a seizure disorder should notify the ADA Coordinator of the degree of the disorder, preferred procedures, and emergency contacts. A “Student Seizure Disorder Agreement Form” will then be turned into the ADA Coordinator. For the student’s safety, a copy of this agreement will be given to instructors, security, and administrators as needed or at the discretion of the student.

## Adding and Dropping Courses

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It is each student’s responsibility to add and drop courses. Students must drop courses in the myBRTC portal or complete a drop form in the Registrar’s office. Non-attendance does not guarantee automatic withdrawal from courses. Students who choose not to drop a course and do not attend the course will be billed and a transcript will be created for that semester. BRTC has processes in place to drop students that do not attend or access their course before census reporting each semester. Students must check the schedules and enrollment on MyBRTC ([www.mybrtc.blackrivertech.org](http://www.mybrtc.blackrivertech.org)). Contact the Registrar’s Office or admissions with any questions.

## Administrative Withdrawal

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Administrative withdrawals are only granted after the official drop date has passed. The administrative withdrawal is only administered by the Vice President of Academics or Registrar. All Administrative withdrawals must have justifiable extenuating circumstances and must have supporting documentation to demonstrate the need for withdrawal.

Examples of supporting documentation include a letter from a doctor, an obituary, or documentation from the court system. Students who request administrative drops will be notified of approval or disapproval by email or letter from the Registrar. Allied Health and LETA programs are exempt from this process; students may be dropped for policy violations with an administrative

withdrawal according to the policies put in place for these specific programs.

## Accuplacer

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The ACCUPLACER is used by many two-year colleges to determine the placement level established by the Arkansas State Board of Higher Education of students in math, English, and reading. ACCUPLACER is an integrated system of computer-adaptive assessments designed to evaluate students' skills in reading, writing, and mathematics. For over 30 years, ACCUPLACER has been used successfully to assess student preparedness for introductory credit-bearing college courses. ACCUPLACER delivers immediate and precise results, offering both placement and diagnostic tests, to support intervention and help answer the challenges of accurate placement and remediation. Contact the Office of Admissions for more information.

## American College Testing Program (ACT)

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BRTC is a designated regional testing center for the ACT. Tests are administered on specified national testing dates. Students wishing to take the ACT test should contact the Director of Distance Education at 870-248-4000, ext. 4049, for testing dates.

## Bookstore

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Textbook ordering is done entirely in the campus bookstores located on both the Pocahontas and Paragould campuses.

The BRTC Bookstore offers students an efficient, personalized shopping experience.

The on-campus college bookstore stocks the following items:

- Most required and general supplies for classes
- Electronics
- A variety of BRTC branded items
- Gifts
- Health and beauty aids
- Graduation caps and gowns at graduation time

## Cafeteria

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The BRTC Cafeteria at the Pocahontas location is open for both breakfast and lunch. Weekly menus are posted on the announcement monitors in various buildings on campus.

## Career Pathways

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The Arkansas Career Pathways Program offers educational and training opportunities for eligible current and prospective students. Pathways offers students assistance to attend or continue their education at BRTC. To be eligible for Career Pathways, a student must:

- be an Arkansas resident,
- be the parent/legal guardian of a child under 21 years of age who lives in the home on a permanent basis, **and**
- have earnings that fall below the 250% federal poverty level guidelines.

As funding is available, qualified Pathways participants may be eligible for assistance with transportation costs, childcare costs, in some instances tuition and fees, obtaining a GED/certificate/degree, or job search assistance upon completion. Contact the Career Pathways Office at BRTC Pocahontas for more information.

## Career Services

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Career Counseling through the Director of Student Development office is available to assist students with career exploration and employment opportunities.

Job postings, resume preparation resources, and placement services are available through the Director of Student Development office and on the My BRTC portal.

## Campus Presence of Children, Other Family Members, or Friends

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BRTC students should not have family members, including children, or friends as a regular presence on campus or classrooms and other areas of instruction, including laboratories. Specific programs may prohibit children and guests completely. This is for safety purposes and to ensure an appropriate learning environment. Exceptions may be made at the discretion of the classroom instructor as it relates to visitors and children in the classroom. BRTC students are responsible for communicating with their instructors and are responsible for their guests while on campus.

## Civil Rights

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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 of Student Affairs, or the Director of Student Development. Unresolved concerns may be directed to the following address:

**Office for Civil Rights**

U.S. Department of Education  
1200 Main Tower Building  
Dallas, TX 75202

## Class Attendance

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Students are expected to attend all classes and be punctual. After an unexpected absence due to illness or emergency, students are responsible for contacting instructors on their first day back to arrange makeup work. Excessive absenteeism may result in loss of course credit. Excessive absences are calculated as twice the number of times the class meets each week. For example, if a class meets two days per week, four absences will be considered excessive.

## CLEP

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BRTC will accept CLEP College Board exam scores toward course credit. Credit for CLEP scores will only be granted for classes equivalent to those offered at BRTC. Students must make CLEP-acceptable passing scores on the exam for credit to be awarded. Students must submit official scores from the College Board to be awarded credit. Scores cannot be older than 20 years. If you have questions, please contact the Registrar's Office.

## Clery Act/Campus Security Policy

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Title II of the Crime Awareness, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the collection and dissemination of certain information regarding murder, robbery, sex offenses, forcible or non-forcible, aggravated assault, burglary, motor vehicle theft, liquor law violation, drug abuse violation, weapon possessions, arson, and manslaughter. A report must be made/filed with the security officer within 72 hours of its occurrence. Concerns should be reported to the Campus Security Office at (870) 248-4000, ext. 4034 in Pochahontas or (870) 239-5009 in Paragould.

## Clubs and Student Organizations

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The following applies to all clubs and student organizations at BRTC:

- Black River Technical College recognizes students derive many values through participation in student activities associated with their college experience. Therefore, the administration at Black River Technical College will direct efforts toward promoting, supporting, and directing of such activities as an integral part of the student's educational pursuit. The Director of

Student Development has the authority to coordinate the planning and implementation of campus activities.

- Student organizations are comprised of five or more currently enrolled credit students at the time of recognition. The organization must maintain this membership requirement to be considered active.
- To be a recognized student organization at Black River Technical College requires the approval of the Director of Student Development. Once officially recognized, an organization is entitled to all rights and privileges afforded other college organizations.
- Club advisors are full-time employees of BRTC and provide proper supervision at all college functions. They must have the approval of the Director of Student Development to act in an advisory capacity. Off-campus student activities may be permitted with the approval of the administration and will be properly supervised by appropriate club advisors.
- Black River Technical College is committed to fulfilling the requirements of Title IX and section 504 of the Rehabilitation Act. Therefore, student organizations must examine their policies and bylaws to ensure that they reflect the non-discrimination policy.
- To be recognized as an organization by the College, student organizations cannot discriminate against potential members based on race, age, sex, religion, color, national origin, creed, disability, sexual orientation, or marital/parental status.
- Student organizations must remain in compliance with all rules, policies, and expectations of the College.
- Membership in student organizations shall be open to all currently enrolled students at Black River Technical College without regard to race, religion, or national origin. The Director of Student Development will have the responsibility of making sure anti-discrimination policies are observed by all campus organizations.
- To obtain recognition by the College, organizations must follow all college policies and procedures.

## Student Organizations Speakers

Clubs and organizations may have off-campus speakers address their members. It shall be the responsibility of the appropriate faculty advisor to screen speakers in advance to ensure that reasonable standards of decency and morals will not be violated and the speakers are not known to advocate illegal or unlawful activities.

## Forming a New Student Organization

To form a new student organization, the student organization must follow the following procedures:

- Obtain a copy of the Black River Technical College Student Handbook from MyBRTC.
- Ask a faculty or staff member to serve as the advisor to the organization.
- Ensure the advisor has a copy of the Student Handbook.
- Recruit at least five currently enrolled (credit-seeking) students to join the organization.
- Complete the Student Organization Formation Application (Contact Director of Student

Development for the application).

- Submit Student Organization Formation Application to the Director of Student Development at the Pocahontas location, or the Associate Director of Student Affairs at the Paragould location. The organization advisor will be notified when an approval decision is made or if additional information is needed.

## Renewing a Student Organization:

Student organizations must submit a Student Organization Renewal Application to the Director of Student Development at the Pocahontas location or the Associate Director of Student Affairs at the Paragould location on an annual basis. Applications will be reviewed by the Director of Student Development. The organization advisor will be notified when an approval decision has been made or if additional information is needed.

Advisors of all certified, recognized, and registered student organizations are required to submit their membership list to the Director of Student Development at the beginning of each fall semester. Advisors are required to inform the Director of Student Development when they gain new members throughout the year.

### **The following are clubs and student organizations recognized at BRTC:**

#### Art Club

The Art Club is open to any student currently enrolled at Black River Technical College. The yearly dues are \$5. The club hosts fundraisers such as autumn decoration and starving artist sales. Members of the club enjoy field trips to nationally known museums such as Crystal Bridges American Art Museum in Bentonville, Arkansas, and St. Louis Art Museum in St. Louis, Missouri. Members also enjoy attending meetings of cultural interaction and movie critiques.

#### Music Club

The Music Club, America Choral Directors Student Chapter, is open to any student currently enrolled at Black River Technical College. The yearly dues are \$5. Faculty, staff, and community members may also participate in the club. The members participate in music festivals, public performances, and fundraising activities.

#### Professional Business Leaders

Arkansas State Chapter of Phi Beta Lambda consists of members of chartered local chapters. These members hold membership in their respective local, state and national chapters.

**Active Members** are students enrolled in business and/or business-related fields who accept the purpose of PBL and subscribe to its creed. Active member dues as established by PBL and may be eligible to participate in state competitive events, serve as voting delegates to the National and State Leadership Conference, hold national and state offices, or otherwise represent state or local chapter

as approved by their respective state or local advisors.

**Professional Members** are persons associated with or participating in the professional development of PBL as approved by local chapters. Such members may include local and state chapter advisors, business teachers, business teacher educators, employers or supervisor of cooperative work-training students, advisory council members, and other persons contributing to the growth and development of PBL. Professional members pay dues as established by the National Office but are ineligible to participate in events, serve as voting delegates, or hold office.

**Honorary Life Members** are persons making significant contributions to the field of business and office education and to the growth and development of PBL. Honorary Life members may be recommended by local chapters and approved by the State Executive Council and by the State Board of Directors. These members are not eligible to vote or hold office and are not required to pay dues.

## Student Activities Board (SAB)

The Student Activities Board (SAB) is a board dedicated to student engagement and growth through purposeful implementation of student activities that align with our student life strategic plan and our student educational outcomes each month. The SAB is committed to planning, organizing, coordinating, and hosting various social, cultural, educational and entertainment events on campus. The SAB is a voluntary board open to any student, faculty or staff member who wants to be involved in campus activities.

## Student Ambassadors

Comprised of a *select* group of students who are recommended by BRTC Faculty and Staff who stand out among their peers for their demonstrated leadership and academic success. Ambassadors must be enrolled as full-time students at BRTC and must maintain a minimum GPA as determined by the Director of Student Development. The purpose of Ambassadors is to be representatives of the College and assist in student activities on and off campus under the leadership of the Director of Student Development.

## Student Government Association

Membership in SGA consists of students interested in furthering their social and professional development as well as creating a liaison between the students and the administration. All students at BRTC are invited to become active members.

## Phi Theta Kappa

Phi Theta Kappa Honor Society Chapter members are entitled to attend local, regional, and national meetings and events. Established in 1918, Phi Theta Kappa is the only internationally recognized honor society serving two-year colleges, and its purpose is to recognize and encourage scholarship, service, and leadership among associate degree students. Students must meet eligibility requirements based on hours earned and GPA before being invited to join. Induction ceremonies are held each

semester.

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## Computer and Network Acceptable Use Policy

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The computing resources at Black River Technical College support the educational, instructional, research, and administrative activities of the College and the use of these resources is a privilege extended to members of the BRTC community. As a user of these services and facilities, students have access to valuable college resources, sensitive data, and internal and external networks. Consequently, it is important for you to behave in a responsible, ethical, and legal manner.

Acceptable use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements. If an individual is found to be in violation of the Acceptable Use Policy, the College can take disciplinary action, including the restriction and possible loss of network privileges. Violation could result in more serious consequences up to and including suspension and students terminated from the College. Individuals are also subject to federal, state and local laws and regulations governing computer and network use, as well as, interactions that occur on the Internet. These policies and laws are subject to change as state and federal laws develop and change.

This document establishes specific requirements for the use of all computing and network resources at BRTC and applies to all users of computing resources owned or managed by BRTC.

### Acceptable Use

- A. You may use only the computers, computer accounts, and computer files for which you have authorization.
- B. You may not use another individual's account or attempt to capture or guess other users' passwords.
- C. You are individually responsible for appropriate use of your computer, account and all resources assigned to you.
- D. The College is bound by its contractual and license agreements respecting certain third party resources; you are expected to comply with all such agreements when using such resources.
- E. You should make a reasonable effort to protect your passwords and to secure resources against unauthorized use or access.
- F. You must not attempt to access restricted portions of the network, individual computers, or attempt to monitor network traffic without approval of Computer Services.
- G. You must not develop or use programs, software, or processes that disrupt other computer or network users, or that damage or degrade performance, software, or hardware components of a system.

### Unacceptable Use

- A. Users may not use the campus computing or network services to transmit or display information which violates or infringes on the rights of another person, including the right of privacy.
- B. Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material.
- C. Violates BRTC policy prohibiting sexual harassment.
- D. Restricts or inhibits other users from using the system or the efficiency of the computer systems.
- E. Uses the system for any illegal purpose.
- F. Users may not illegally share or obtain copyrighted material.
- G. Users may not use computing and network services for uses that are inconsistent, incompatible, or in conflict with state or federal law or BRTC policy.
- H. Users must not intentionally disrupt the campus computing system or obstruct the work of other users such as by interfering with the accounts of others, introducing or spreading viruses or other destructive programs on computers or the network, sending chain letters or blanket e-mail messages, or knowingly consuming inordinately large amounts of system resources.
- I. Users must respect the privacy of other users, including others digital property.
- J. Users may not share their password with others or let others use their account.
- K. Users must respect the intellectual property of others and adhere to College standards of academic honesty.

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## Computer Labs

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The primary purpose of the computer labs is to allow BRTC students a place for computer-based learning and research. As such, the following guidelines should be followed while in the computer labs:

- A. Be considerate of other users. The labs are intended to be places of study and academic work and every effort is made to maintain this environment. If conversation is necessary for your work, please do so quietly. Acceptable noise volume levels will be at the discretion of the computer lab assistant or instructor on duty.
- B. Cell phone conversations are prohibited in the labs. Please use cell phones outside the lab.
- C. Music or other audio should not be audible to other patrons or the lab assistant. Please use headphones in the labs. If others can still hear your audio content, you will be asked to turn the volume down.
- D. Children are not allowed unless accompanied by an adult. If they disturb others, you will be asked to leave. Your children are not to be left unattended anywhere on campus. Please be aware that computers in the labs have full access to the Internet and there are no content filters to prevent children from accessing or viewing inappropriate materials.

- E. No food or drink in labs.
- F. Password sharing and logging in for other users is prohibited.
- G. Students are not allowed to install software or otherwise tamper with the hardware or software of the lab computers.
- H. Printing in the computer labs will be limited per student account. Access to and volume of printing is also at the discretion of the lab assistant or instructor.
- I. Accessibility stations are reserved for users with special requirements. You may use one if it is available, but you will be asked to relocate if a user with special needs is present.
- J. Playing games, chatting, social networking and other recreational use of lab computers is not to get in the way of students needing to do academic work. During periods of peak usage, users doing non-academic work may be asked to give up their workstation for a user who needs to do academic work.

## Wireless Access

BRTC provides wireless network access at both Pocahontas and Paragould locations for internet use only. Use of these WiFi networks are covered by the computer use policy and acceptance of is the policy is required for access.

## Public Access

BRTC provides public access computing in designated areas only. Use of these public computers is subject to this computer use policy and all public users must comply with all requests and instructions from the lab assistant.

## Student Accounts and Data

Student accounts (lab use and email accounts) are created at the beginning of each semester for all currently enrolled students. All student accounts and stored data are deleted before each fall semester. Student email accounts are deleted after two consecutive semesters of non-enrollment or at the request of the student. Students are encouraged to backup important data to flash drives.

## Counseling

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Counseling referrals and consultation/assessment are provided through the Director of Student Development. Most issues will be addressed on a short-term basis and if long-term counseling is recommended, students will be referred to outside agencies. Consultation is available to those who have concerns about the well-being of a student, family member, or friend.

All consultation/assessment and crisis-intervention is confidential within the guidelines of the American Counseling Association's Ethical Standards. No fees are charged for any services. Local mental health services, including psychiatric services, are available to students, at the student's expense.

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## Disability Services

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The Coordinator of Disability Service is also the Compliance Coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). The coordinator can arrange for academic adjustments, workplace accommodations, and auxiliary aids for qualified students. BRTC will provide auxiliary aids, without cost, to those students with verified disabilities/handicaps who require such services. If necessary, BRTC will provide appropriately trained service providers.

Concerns about physical access to facilities should be addressed to the ADA Coordinator. **Students with disabilities are encouraged to contact the ADA Coordinator two weeks prior to the beginning date of each enrollment period.**

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## Drug Awareness Program

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In response to the Drug-Free Workplace Act of 1988, this document serves as BRTC's effort to keep students informed about the dangers of drug abuse and any available counseling and rehabilitation services. In addition, this document will outline the penalties that may be imposed on students for drug abuse violations.

## Education Awareness

The Director of Student Development office will regularly disseminate information regarding the health implications of drug use/abuse.

## Consultation Services

The Director of Student Development is available for confidential consultation and referral because the College cannot provide rehabilitative services. Outside agencies will provide rehabilitation services.

- A. All cases where substance abuse is reported and verified the College reserves the right to take disciplinary action.
- B. All cases where substance abuse is reported, drugs are dispensed, sold or used and the College takes disciplinary action, the student involved or implicated will have a right to appeal. Such appeals may be made through the normal disciplinary procedures found in the Student Code of Conduct section in this Student Handbook.

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## Equal Opportunity/Affirmative Action

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Black River Technical College is an equal opportunity institution and will not discriminate on the basis of race, color, sex, religion, national origin, age, handicap/disability, or other unlawful factors in employment practices or admission and treatment of students. Any questions regarding this

policy should be addressed to the following:

**Human Resources Office**  
Black River Technical College  
P.O. Box 468  
Pocahontas, Arkansas 72455

## Federal Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of students' educational records. BRTC students have specific, protected rights regarding the release of such records, and FERPA requires that BRTC adhere strictly to these guidelines. Questions concerning the Family Education Rights and Privacy Act should be referred to the Registrar or the Vice President for Student Affairs.

### **When Do Student's FERPA Rights Begin?**

At BRTC, a student is defined as someone currently or previously enrolled in an academic offering of the college. This does not include prospective students or applicants to any academic program of the college. For those students who are newly admitted to BRTC, FERPA becomes effective on the first day of classes for students who have enrolled in at least one course.

FERPA rights regarding students' educational records include the following:

- 1. The right to inspect and review the student's education records within 45 days of the day BRTC receives a request for access.**

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The BRTC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the BRTC official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- 2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

A student who wishes to ask BRTC to amend a record should write the BRTC official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If BRTC decides not to amend the record as requested, BRTC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**3. The right to provide written consent before BRTC discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

BRTC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by BRTC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom BRTC has contracted as its agent to provide a service instead of using BRTC employees or officials (such as an attorney, auditor, or collection agent, or verification agencies such as the National Student Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for BRTC.

Upon request, BRTC also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

**4. The right to request nondisclosure of public directory information.**

BRTC may disclose public directory information upon inquiry unless the student request nondisclosure. Public directory information includes: name, address, email, phone number, photo, enrollment status, participation in officially recognized activities and sports, honors and awards, degrees obtained and dates conferred, and dates of attendance.

Once a student request nondisclosure it remains effective until the student notifies the Registrar, in writing, that the request is to be voided.

**5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by BRTC to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office**  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## Filing a Complaint on Staff Member or Instructor

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A student wishing to file a complaint on a faculty or staff member should contact the Human Resources Office at BRTC, or the Director of Student Development Office.

Director of Student Development Office at 870-248-4158.

Executive Director of Human Resources at 870-248-4032.

Students should be aware that *any* form of retaliation toward the student due to a complaint that is filed will not be tolerated by the College.

## Firearms

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Students, employees, or guests are prohibited from possession of any type of firearm on the campus unless specifically exempted by state law. As of September 1, 2017, state law only allows individuals who meet certain criteria and undergo training to obtain an “Enhanced” permit to carry a concealed handgun on campus. This provision may not apply to instances where faculty, staff, students, or guests are actively participating in supervised educational activities associated with the BRTC Gunsmith program.

## Health and Wellness

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BRTC works closely with local community healthcare providers and county health departments to provide medical and health services. Students are encouraged to contact the Director of Student Development for assistance with health and wellness issues. All information will remain confidential.

## Immunizations

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Student immunization requirements follow those established by the laws of the State of Arkansas. Requirements include:

- All full-time students and part-time students, who were born after January 1, 1957, are required to provide proof of immunity against measles and rubella. Documentation may be

provided by Arkansas school records, a physician's record, or health department records and must include the following which are often given together as an MMR:

- two vaccinations for measles,
- two vaccinations for mumps, and
- one dose of rubella.

Immunizations must be submitted to the Office of Admissions.

## Inclement Weather

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The College may cancel classes in the event of severe weather. Announcements of cancellations will be aired on the following locations:

- KPOC, Pocahontas radio;
- JackFM, Paragould radio;
- Paragould Light, Water, and Cable, television;
- KAIT, Channel 8, Jonesboro, television;
  
- BRTC's Facebook page;
- BRTC RAVE alert.

BRTC's RAVE alert system gives students and the college community the option of receiving phone, text, and/or email alerts in case of inclement weather or other announcements. To sign up, check on the Rave Alert logo on the BRTC website.

## Missing Person

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If a member of the college community has reason to believe that a student is missing, he or she should immediately notify BRTC Campus Police. Campus Police Department will generate a missing person report and initiate an investigation, and if the person is determined to be missing, will initiate the required notifications as per federal law.

## Personal Identification Changes

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Students wanting to change their name, address, or other personal information must request this change in the Registrar's office. Changes require the presentation of a valid driver's license and Social Security card.

## Parking

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Students are required to park in the **yellow** painted areas. **White** painted parking areas are reserved for faculty and staff. Back-in parking is only allowed in handicap parking areas.

## Parking Permits

All students must obtain a registration/parking permit for any vehicle driven on the BRTC campus. New permits, effective for one year, are issued each fall semester. There is no charge for the first parking permit, available at the student payment window in Pocahontas or in the Office of Admissions and Financial Aid in Paragould. A \$5.00 charge will be imposed for each additional parking permit

## Parking Fines

Parking fines are \$5.00 for the first violation and increase by \$5.00 for each successive violation. A list of violations may be obtained at the student payment window.

## Physical Examinations and Drug Screens

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Physical examinations and drug screens may be required of students enrolled in some programs. If an examination or drug screen is required before enrolling in a class or program, it will be at the expense of the student.

## Posting

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BRTC reserves the right to address concerns or make suggestions related to content of postings in an effort to reinforce the educational mission of the College

The intent of these posting procedures is to contribute to an orderly presentation of information for College members. The College seeks to enhance the academic and social environments of the campus, to promote events consistent with the mission of the College and to continue the support of the academic and social elements of student life.

Posting on campus is limited to designated areas by members of the college, departments/programs, registered clubs, enrolled students, and student organizations who wish to advertise on campus on a space available basis. Postings for commercial purposes are prohibited.

- A. Postings are to be on paper or similar medium as appropriate for adhering to the available bulletin boards. The preferred size is 8 ½" x 11" and may not exceed 17" x 22". The Director of Student Development Office must approve exceptions to the standard.
- B. Posters and flyers for not-for-profit organizations pertaining to cultural, educational and social events should be stamped for approval by the Director of Student Development Office prior to posting.
- C. For-profit postings from any organizations, groups or individuals may not post notices or advertisements on college property unless approved through the Director of Student

Development Office.

- D. No postings are permitted on cars, personal property, painted, or wooden surfaces unless the Director of Student Development Office approves designates such space for posting.
- E. Postings deemed inappropriate, threatening, lewd, or generally inconsistent with the College's mission statement will be removed immediately.
- F. Posters/flyers may be posted up to three weeks in advance of the event and must be removed the day following the event.

## Racial Profiling Policy

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In accordance with Arkansas Act 1048 of 2007, BRTC has adopted formal policy and procedures detailing its compliance which formally prohibits racial profiling by Arkansas law enforcement. This policy and procedure model applies to all campus law enforcement officials.

The policy affirms that all law enforcement officers of the BRTC police department shall base pedestrian or motor vehicle stops, detentions, investigative activities, searches, property seizures, and arrests of a person upon a standard of reasonable suspicion or probable cause in compliance with the U.S. Constitution and Arkansas Constitution. The full text of this policy is contained in the BRTC Policy and Procedures manual and shall be made available upon written request to the Office of Campus Police.

## Sexual Harassment Policy (Title IX)

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No person at Black River Technical College will, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to sex discrimination, sexual harassment, or sexual misconduct under any educational program or activity. Members of the college community, guests, and visitors have the right to be free from sexual discrimination, harassment, and violence which means that all members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Black River Technical College is committed to fostering a learning and working environment that is free from prohibited sexual or gender based discrimination and harassment and has a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is identified and reported, and the respondent is found to have violated this policy, sanctions will be implemented to ensure such actions are not repeated.

These procedures have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The policy and procedures are intended to define community expectations and establish a mechanism for determining when those expectations have been violated.

Black River Technical College complies with the 2013 Violence Against Women Act—Section 304. In compliance with VAWA, Black River Technical College has established policies, procedures,

resources and educational programming to address sexual assault, dating violence, domestic violence and stalking, to affirm that BRTC students and employees are provided with a safe learning and working environment.

BRTC's Title IX policy protects students, employees, and visitors during all academic, educational, extracurricular, and other programs of the school, whether these programs take place in school facilities, in college transportation, or at a class or training program sponsored by the school at another location.

**Students, faculty members, administrators, staff members, or visitors to Black River Technical College are strongly encouraged to report allegations of discrimination or harassment to the Title IX Coordinator, Deputy Coordinators, or other college official.**

- Title IX Coordinator – phone: 870-248-4000 ext.4125
- Deputy Coordinator – phone: 870-248-4032
- Title IX Confidential Contact – phone 870-248-4000 ext.4119
- Title IX Confidential Contact – phone 870-248-4000 ext.4173
- Director of Student Development – phone 870-248-4000 ext.4158

## Service Animals

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A person desiring the assistance of a service or therapy/emotional support animal must provide documentation of the need for a therapy/emotional support animal which should include a signed letter on professional letterhead from the physician, person's mental healthcare provider, or licensed therapist. The documentation needs to show a connection between the disability and the service provided by the animal. At a minimum, the letter should include the following items:

- A. The provider's opinion that the condition affects a major life activity;
- B. The provider's opinion that the service or therapy/emotional support animal has been prescribed for treatment purposes and is necessary to help alleviate symptoms associated with the person's condition;
- C. The provider's description of the service(s) that the animal will provide;
- D. Any additional rationale or statement the college may reasonably need to understand the basis for the professional opinion;

## Service Animal Liability

The College shall not under any circumstances be held liable for any personal injury or damages caused by service animals.

## Service Animal Denial Process

A student may be denied the use of a service/emotional support animal due to the following reasons:

- A. Individual does not meet the definition of a disability;
- B. Relationship between the disability and the need for assistance provided by the animal is not adequately established;
- C. Animal does not meet all requirements for health, vaccination, and/or licensing;
- D. Presence of animal will fundamentally alter the learning environment or cause issues with other students, faculty, or staff.
- E. Service animal is not properly house-trained.
- F. Animal is disruptive

## Service or Therapy/Emotional Support Animal Removal

The College may remove a service or therapy/support animal for the following reasons:

- A. Poses a direct threat to the health or safety of others;
- B. Is unruly or disruptive (i.e. barking, jumping up on people, running around);
- C. In ill health;
- D. Excessively unclean (i.e., flea-infested, foul-smelling, shedding excessively);
- E. The animal exhibits aggressive behavior;
- F. Owner fails to clean up after the animal.

## Sex Offenders

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Registered Sex Offenders are required, by law, to inform the College that they are registered as a sex offender upon registering for classes.

Arkansas Code Annotated 12-12-913 requires the disclosure to the campus community of information regarding a registered sex offender who is employed by or attending an institution of higher education. Students who are registered sex offenders must inform the Campus Police and the Director of Student Development of any restrictions that may be in place as a result of their status.

The information will be disseminated to the campus community by placing the following on bulletin boards across campus: “A registered sex offender(s) is employed or enrolled. For more information, visit the following web site <http://www.acic.org>.”

## Smoking and Tobacco

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Black River Technical College locations are tobacco-free under Arkansas Clean Air on Campus Act 734 of 2009. Smoking, vaping, and the use of smokeless tobacco products are prohibited.

## Student Employment

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There are limited opportunities for student employment on campus. Students who are interested may contact the Human Resources office located in the Administration Building.

## Student I.D. Cards

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Student identification cards are issued to new students in the fall, summer, and spring semesters. Student ID cards are issued through the Office of Admissions. Replacement cards will cost \$5 each and may be paid in the business office located in the Administration Building at the Pocahontas location. The cards are used for a variety of reasons:

- for discounts with various local merchants—a list of merchants which offer student discounts can be located under Student Life on the website—,
- as BRTC library cards, and
- in conjunction with other school functions when identification as a BRTC student needed.

## Student Referrals

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The College has established a student support referral system to help students who appear to be struggling with issues which impede academic success such as problems with academic material, missing classes, or dealing with personal and financial issues.

Faculty who are concerned about these issues will generally make an effort to talk with students directly and may then send a referral to the Director of Student Development, Student Affairs, or Academic Success Center Coordinator who will then contact students directly. Students are encouraged to meet with these individuals to best utilize campus and community resources for success.

## Transcript Request

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BRTC has contracted with the National Student Clearinghouse to process online transcript requests and electronic delivery of transcripts. Student request for transcript should be made at [www.studentclearinghouse.org](http://www.studentclearinghouse.org)

### Electronic Delivery

Electronic transcripts can be sent to institutions and individuals (including yourself) via The National Student Clearinghouse (NSC), our third-party provider. There is a \$5.25 fee for this service, payable to NSC by credit card. A physical address and a valid email address are required.

### U.S Mail Delivery

Official paper transcripts can be mailed to the address specified in the online request. There is a \$4.00 fee per transcript request, payable by credit card. Once the request is received by the BRTC

Registrar's Office, transcript will be mailed in 3-5 business days. Please allow an additional 5-7 business days for delivery by the United States Postal Service.

#### Hold for Pickup

Official paper transcripts can be requested to be printed and held at the BRTC Registrar's Office. There is a \$2.00 fee per transcript request, payable by credit card. Once the request is received, the transcript will be available for pickup at the Registrar's Office in the Administration Building on the Pocahontas Campus. Fall and Spring semester office hours are Monday – Friday 8 am – 4:30 pm. Summer hours are Monday – Thursday 7 am – 5 pm.

Official transcripts will not be released if there is any outstanding financial obligation to BRTC.

All requests for **GED transcripts** are to be submitted via the following link:

<https://www.arcareereducation.org/services/adult-education/high-school-equivalency-ged/ged-record-request>

## Veterans

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BRTC is an approved school for veterans and their beneficiaries, and they are required to meet the same admission criteria as other students. Veterans, dependent children, and others entitled to educational assistance payments from the Veterans Administration should contact the Veterans Benefits Coordinator located in the Office of Admissions at Pocahontas for detailed information and application forms

# Student Code of Conduct and Disciplinary Procedures

## BRTC Student Code of Conduct

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BRTC has established the following expectations for the general welfare of the College community. These expectations ensure students learn in a productive and harmonious community, and these expectations apply to individuals and recognized College organizations. Failing to meet these expectations could result in action aimed at preserving the well-being of the College community. The College approaches each incident as a possible learning experience, and restoring individuals into the learning community while balancing campus safety, a healthy learning environment and each individual's personal responsibility.

In addition to the Code of Conduct for all BRTC students, **LETA** (Law Enforcement Training Academy) and **Allied Health** students are held to higher standards due to the “**safety-sensitive**” nature of their curriculum. LETA and Allied Health students will also follow disciplinary procedures of their program specific handbook(s). Appeals processes will follow the most updated BRTC student handbook.

**Allied Health** students will fall under the direction of the Dean of Nursing & Allied Health and its respective rules, regulations, policies, or procedures; with possible assistance from the BRTC Director of Student Development, Campus Police Department and/or local law enforcement.

**LETA Cadets** will fall under the direction of the Director of the Law Enforcement Training Academy with its respective rules, regulations, policies, or procedures with possible assistance from the Cadet's sponsoring agency, the BRTC Director of Student Development, Campus Police Department and/or local law enforcement.

**GED** students and **Adult Education** students will fall under the direction of the Director of Adult Education with possible assistance from the BRTC Director of Student Development and Campus Police Department and/or local law enforcement.

## Confidentiality

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Black River Technical College endeavors to hold the information disclosed during investigations and disciplinary procedures in confidence to the extent practical and appropriate under the circumstances. The College will respect and follow FERPA regulations. However, if a student is considered a threat to himself or to others, or there is a need to protect the health and safety of others, information may be shared with appropriate persons, officials, or parents. The school may also disclose to parents any violation of the use or possession of drugs or alcohol by students under the age of twenty-one.

During the event of a disciplinary investigation, only the parties involved in the incident, those investigating, and those making the disciplinary decisions will be privy to the information related to

the investigation.

All records of student disciplinary issues and reports are maintained by the Director of Student Development.

## Definitions

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**Administrative Summons:** A written or verbal notice to a student to report to a college administrative office at a designated date and time.

**College or Campus Community:** Any College employee or enrolled student, whether full- or part-time, or any person doing business with the College under contract or on a regular basis.

**College Officials:** Those persons who have been given the responsibility and authority by the appropriate agency or person including trustees, campus police officers, faculty, and administrative staff.

**College Policy:** Any provision of a Board of Trustees order or rule, an official operating letter, or a published directive, rule, or regulation.

**College:** The term “College” means Black River Technical College including all of its institutional sites, learning centers, and distance learning.

**Complainant:** Person or individual filing a complaint.

**Preponderance of the evidence:** Evidence that would lead a reasonable person to conclude that it is more likely than not that the act in question did occur.

**Reasonable Person:** Refers to an individual who is objectively reasonable under similar circumstances and with similar identities to the person being evaluated.

**Respondent:** The person against whom a complaint has been made.

**Student:** Includes all persons taking courses at BRTC, both full-time and part-time; online; pursuing undergraduate, technical, certificate, GED, and life-long learning (continuing education) studies. Persons enrolled in the BRTC Adult Education program also fall into this category. Persons who are not officially enrolled for a particular semester but who have a continuing relationship with BRTC are considered “students.”

## Prohibited Conduct

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Any student found to have committed the following misconduct is subject to disciplinary

sanction(s), condition(s), and/or restriction(s). Misconduct or prohibited behavior includes, but is not limited to, the following.

## Endangerment

- A. Physical or verbal abuse, coercion, intimidation, threats, or assault, of any person on College property or at College-sponsored and/or supervised functions.
- B. Taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action.
- C. Action(s) serving the purpose of endangering one's own health or safety.
- D. Interference with the freedom of another person to move about in a lawful manner.
- E. Engaging in any form of fighting.

## Harassment

- A. Any form of conduct (written, verbal, physical, graphic, or electronic) that is (1) unwanted (2) directed towards an individual or group of people (3) that creates an intimidating, hostile, or offensive environment (4) that is so severe, pervasive, and objectively offensive that a reasonable person with the same characteristics of the of the victim would be adversely affected to a degree that it unreasonably interferes with, denies, or limits an individual's ability to participate in the college community, services and/or educational programs, or interferes with a BRTC employee's employment performance.

## Disruption

- A. Conduct that impairs, interferes with, or obstructs the orderly educational processes and functions of the College or the rights of other members of the College community, including teaching, studying, research, and college administration. This includes acts occurring both inside and outside the classroom setting.
- B. Each faculty member is his/her own disciplinarian in class and is authorized to correct inappropriate conduct anywhere on College property at any time. A faculty member has the right to temporarily suspend a student from his/her classroom for the remainder of the class whenever the student is disrupting the class to a point that the student is hampering the learning environment.
- C. Intentionally and substantially interfering with the freedom of expression of others.
- D. Inciting and/or participating in campus demonstrations, which disrupt the normal operations of the College.
- E. Obstruction or interfering with the freedom of pedestrian or vehicular movement on campus.
- F. Unauthorized personal or commercial solicitation on campus.
- G. Disruption of judicial process.

## Sexual Misconduct

Sexual misconduct includes but is not limited to:

- A. Sexual discrimination, sexual harassment, sexual assault, domestic violence, and stalking;
- B. Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent;
- C. Obscene, lewd, or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others;
- D. Conduct of a sexual nature that creates an intimidating, hostile or offensive campus, educational or working environment for another person. This includes unwanted, unwelcome, or inappropriate sexual or gender-based activities or comments.

## Stalking

Stalking is defined as: to follow or otherwise contact another person repeatedly, so as to put that person in fear for his or her life or personal safety. (See the Sexual Harassment Policy for further explanations of policies and procedures.)

## Hazing

Hazing is defined as: actions designed or with the effect of producing mental or physical discomfort, embarrassment, harassment, or ridicule or interfering with academic achievement.

## Academic Integrity – Lack Thereof

Cheating and Dishonesty includes but is not limited to the following:

- A. Copying from another student's test paper.
- B. Using any unauthorized assistance in taking quizzes, tests, or examinations.
- C. Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed "crib notes."
- D. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments.
- E. Falsely claiming to represent the College or a registered student organization of the College.
- F. The acquisition, without permission, of tests or other academic material belonging to a member of the Black River Technical College faculty or staff.
- G. Providing false documentation or information college official, staff, faculty or campus police officer acting in performance of their duties.
- H. Failure to comply with the directions or request of college official, staff, faculty or campus police officer acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so (within limits of not violating the student's rights).

## Plagiarism

Plagiarism includes but is not limited to the following:

- A. Offering the work of another as one's own without proper acknowledgment, which includes "self-plagiarism"- the use of one's work from a previous class without explicit approval.
- B. Aiding and abetting another person in committing any form of academic dishonesty.
- C. Making, possessing, or using any falsified college documents or records; altering any college document or record, including identification cards.
- D. Knowingly providing false information or documents to a college official.

Academic dishonesty is an academic offense and a code of conduct violation. The Director of Student Development shall defer to the Vice President of Academics in instances of academic dishonesty. This includes all learning modalities including traditional, hybrid, and online.

## Fire and Safety Violations

Removal, damage, or unauthorized tampering or activation of fire, safety, or any emergency warning equipment.

- A. Intentionally and falsely reporting bombs, fires, or other emergencies to a College official.
- B. Interference with emergency procedures.

## Property Violations

- A. Vandalizing, damaging, destroying, or defacing public or private property.
- B. Stealing, attempted theft, unauthorized borrowing, or use of any College property or the property of others.
- C. Unauthorized presence in, or use of College premises, facilities, or property including, but not limited to unauthorized presence in any College building.
- D. Unauthorized possession, duplication, or use of keys to any College premises.

## Computer Violations

- A. Unauthorized access or entry into a computer, computer system, network, software, or data.
- B. Unauthorized alteration of computer equipment, software, network, or data.
- C. Unauthorized use of another individual's identification and/or password.
- D. Use of computing facilities, computers, or resources to send, view, or download obscene or abusive images or messages.
- E. Any other act that violates Arkansas law or the College computer guideline (campus computer and network acceptable use policy) that is hereby incorporated by reference.

For more complete information, refer to **BRTC's Campus Computer and Network Acceptable Use Policy**.

## Tobacco Free Campus

Tobacco on any and all college premises is prohibited by the Arkansas Clean Air Act 8. The use of smokeless tobacco and electronic cigarettes is prohibited on any and all college premises.

## Firearms

Students, employees, or guests are prohibited from possession of any type of firearm on the campus unless specifically exempted by state law. As of September 1, 2017, state law only allows individuals who meet certain criteria and undergo training to obtain an **Enhanced** permit to carry a concealed handgun on campus.

According to the Arkansas State Police, possession is limited to carrying of the handgun on or about the licensee's person, in a vehicle occupied by licensee, or otherwise readily available for use.

At all times, the licensee must retain the firearm in his or her immediate vicinity (within arm's reach).

A licensee is not authorized to leave the handgun unattended in a separate location for safekeeping or future use, except when the handgun is placed in a locked and unattended motor vehicle in a publicly owned and maintained parking lot as permitted by law.

Concealed carry is only allowed on campus if the person holds an "**Enhanced**" concealed weapon permit.

## Use and/or Possession of Illegal Drugs and Alcohol

As mandated by the Drug-Free Workplace Act of 1988, BRTC will follow the policy regarding the effects of drug use and the unlawful possession of controlled substances on campus. Students are provided a copy of this policy and must, as a condition of enrollment, abide by its terms, remain free of illegal drugs, and report any knowledge of acts of substance abuse or its sale under the criminal statute occurring on or off campus while conducting College business. Failing to report will result in disciplinary action up to and including expulsion, and it may also have legal implications

Engagement in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, except as expressly permitted by law, while a student at BRTC will lead to disciplinary action. No employee, student, or guest may bring onto the campus, be under the influence, or use on the campus any intoxicant or harmful or illegal drugs, which includes alcohol and opioid narcotics, nor may appear on campus under the influence of such.

## Other Violations

Violation of federal, state, or local laws. In all cases of alleged violations of public law or student code of conduct, the College reserves the right to review the allegations and exercise disciplinary sanctions (if any) in addition to any proceedings that occur as a matter of public law.

- A. Aiding or abetting any violation of federal law, state law, or local ordinance.

## Disciplinary Procedures

## Authority

The Director of Student Development is the senior official responsible for the overall administration of the student discipline and judicial program at Black River Technical College.

All conferences, hearings, and appeals may be conducted in person or through ZOOM at the discretion of the Director of Student Development or the Vice-President of Student Affairs.

## Complaint Procedures

Any member of the College community may file a complaint against a student for violation(s) of the Student Code of Conduct. The individual filing the complaint would therefore be recognized as the Complainant.

Complaints concerning the violations should be made to the Director of Student Development in accordance with the following procedures:

- A complaint containing the name, address, phone number, and email of the complainant and a brief description of the alleged violation shall be made in writing, or emailed to the Director of Student Development.
  - Contact information:

**Black River Technical College**

**Attention: Director of Student Development**

P.O. Box 468

Pocahontas, AR, 72455

Director of Student Development phone number: 870-248-4158.

Director of Student Development email address: [neal.harwell@blackrivertech.edu](mailto:neal.harwell@blackrivertech.edu)

Complaints should be filed as soon as possible after the event takes place, but no later than thirty (30) days after the complainant becomes aware of the alleged violation.

## Presumption of Non-Responsibility & Standard of Proof

Subject to all other provisions of the Student Code of Conduct or BRTC institutional policies, any student charged with an infraction under the Student Code of Conduct shall be presumed not responsible for a violation until determined to be responsible by a preponderance of evidence standard. For a student to be found responsible for a violation, the evidence must indicate that it is more likely than not that a violation occurred.

## Preliminary Investigation

When the Director of Student Development or designee receives information that a student has allegedly violated college policies or local, state, or federal law, the Director of Student Development or designee shall investigate the alleged violation. After completing a preliminary review of the complaint, within seven (7) business days, or as soon as possible thereafter, the Director of Student Development or designee may dismiss the allegation(s) or may proceed with the process as outlined

in the Student Code of Conduct.

- Proceeding with the disciplinary process may involve:
  - a. Imposing an Interim Suspension or an Interim Action as described below which will remain in effect pending a review by the appropriate College official.
  - b. Making a Referral for Psychological Evaluation as described below or
  - c. Proceeding with the pre-hearing conference as described below

## Disciplinary Correspondence

Disciplinary correspondence regarding alleged violations of the Code of Conduct will generally be sent to the student's college email account or the most current address listed with the Registrar's Office. However, the college reserves the right to use other reasonable means to notify students. Students involved with a College disciplinary matter are responsible for checking their college email account on a regular basis.

## Summoning a Student for a Pre-Hearing Conference

The Director of Student Development or designee may, by use of an Administrative Summons, formally summon a student to appear for a pre-hearing conference in connection with an alleged violation(s) by sending them a pre-hearing notification communication.

- The pre-hearing notification communication shall outline the specific charges, and shall instruct the student of the date/time of a scheduled pre-hearing conference. If a student fails to attend the scheduled pre-hearing, a reminder communication will be forwarded to the student. This communication instructs the student of a second scheduled appointment.
- If an accused student fails to attend the second appointment the accused student forfeits all rights as outlined below, and the Director of Student Development may proceed with the disciplinary hearing in the student's absence. The hearing in absence will not be held fewer than five (5) business days from the date of the original charge communication.
- If a student fails, without good cause, to respond to the charge communication sent under this section, the Director of Student Development may proceed with the disciplinary process (including hearings) in the student's absence.

## Pre-Hearing Conference

During the pre-hearing conference, the Director of Student Development or designee shall explain the rights, responsibilities, and conduct procedures to the student(s).

Specifically, the accused student's (the Respondent) rights are as follows:

- A. To have a pre-hearing conference with the Director of Student Development or designee.
- B. To have written notice of the violation(s) and an outline of rights prior to an administrative hearing. In the event that additional violations are brought, a further written notice must be

forwarded to the student.

- C. To review all available information, documents, exhibits, and a list of witnesses that may testify against them. Prior to the hearing, the Director of Student Development or designee will inform the student of any material in the student's disciplinary file that is likely to be considered at the hearing.
- D. To review possible sanctions if found guilty of the alleged violation/violations.
- E. To elect not to appear at the hearing. The hearing is then conducted in the student's absence without prejudice.
- F. To be assisted by any advisor (limit of one) that is a member of the BRTC Community (student, faculty, or staff) and may not be an attorney. The advisor must be willing to accept the student's request to advise them during the student conduct hearing process. If the student can't find a willing advisor and wishes to have advisor representation one will be assigned by the Director of Student Development upon request by the student. The complainant and/or the respondent are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing.
- G. Unless the student waives all or part of the notice, the formal hearing will not be held fewer than five (5) business days from the date of the original charge communication.

During the pre-hearing conference, the Director of Student Development or designee shall inform the student of the following options for resolution of the alleged violations:

- **Informal Administrative Resolution. See below.**
- Or
- **Formal Student Conduct Hearing. See below.**

## Disciplinary Process

The Director of Student Development or designee will meet with the Respondent to review the alleged violation(s) of the Student Code of Conduct and the options they have available to them to resolve the matter. The Respondent shall be offered the option of an **Informal Administrative Resolution** or a **Formal Student Conduct Hearing** in the pre-hearing conference. The Respondent will have 24 hours to decide which option they would like to utilize to resolve the potential violations.

### **Informal Administrative Resolution**

If the accused student (Respondent) chooses an Informal Administrative Resolution, the Director of Student Development or designee, will collect evidence and interview the respondent, complainant, and any relevant witnesses to the matter. The respondent will be provided the opportunity to respond to the allegations and to present any evidence relevant to the matter. The Director of Student Development or designee will make a decision based on the facts, and evidence provided. Upon conclusion of the investigation, the Director of Student Development or designee will explain their decision and assign the sanction(s) in writing, generally via email.

If the Respondent does not agree with the decision and sanction(s) assigned, they may request an appeal to a Judicial Appeals Committee by following the appeals process.

### **Formal Student Conduct Hearing**

If the accused student (Respondent) opts to have a Formal Student Conduct Hearing, the Director of Student Development or designee, shall prepare for and schedule a hearing. The Respondent shall be entitled to appear in person, before a three (3) person Student Conduct Hearing Panel and present his/her defense. The student may also elect not to appear, in which case the hearing shall be held in his/her absence. The failure of the student to appear should not be taken as indicative of guilt and must be noted without prejudice.

The student (Respondent) and the College shall not be represented by legal counsel. The student may be accompanied by a member of the faculty, staff, and/or a member student body of the college. Those who accompany the student will not be allowed to testify nor ask any questions of anyone present at the hearing. Failure of those accompanying the student to comply with the above statement will result in him or her being asked to leave the hearing. Any person present during the hearing who exhibits conduct that impairs, impedes, interferes with, or obstructs the orderly judicial process, may be asked to leave the hearing.

### Formal Student Conduct Hearing Process

- If the student (Respondent) elects to attend the hearing, he or she shall hear all testimony and may ask relevant questions of witnesses.
- The Director of Student Development will direct the hearing unless there is a conflict of interest. If a conflict of interest is found, the V.P. of Student Affairs will assign another college official to direct the hearing.
- The student shall be entitled to the right to remain silent throughout the judicial proceedings and such refusal to participate should not be taken as indicative of guilt and must be noted without prejudice.
- The Complainant (person filing the complaint) and the accused student (Respondent) have the right to be assisted by any advisor they choose. The advisor must be a member of the BRTC Community (student, faculty, or staff) and may not be an attorney. The complainant and/or the Respondent is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing.
- The Complainant, the accused student (Respondent), and The Director of Student Development, shall have the privilege of presenting witnesses, subject to the right of cross-examination. All questioning will be conducted by the Director of Student Development, VP of Student Affairs, or the Judicial Appeals Committee. Questions may also be asked or suggested by the accused student. Answers to such questions shall be directed to the Judicial Appeals Committee.
- Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Judicial Appeals Committee.
- The Student Conduct Hearing Panel will be allowed to ask questions throughout the hearing and the committee's determination shall be made based on the facts and evidence presented on whether or not the accused student(s) violated the student code, rules, regulations, policies, or procedures.
- There shall be a single verbatim record, such as a recording of all hearings before a Judicial Appeals Committee. The record shall be College property.
- The student (Respondent) shall be entitled to an explanation of violation(s) and of any sanction(s) assessed.
- The Student Conduct Hearing Panel's decision may be appealed to a Judicial Appeals Committee. See appeals process below.

The Student Conduct Hearing Panel will consist of three members of the campus community (Faculty and/or Staff) who are selected by the Director of Student Development and approved by the Vice President of Student Affairs.

The standard of evidence utilized in the student conduct hearing will be by the preponderance of the evidence standard.

## Appeals Process

### Request for an Appeal

If the student (Respondent) wishes to contest (appeal) the decision of the Student Conduct Hearing Panel, Director of Student Development or the designee, or the decision of the Nursing and Allied Health Department or LETA, to a Judicial Appeals Committee, the student shall, within three (3) working days of the receipt of official notice of disciplinary sanctions, submit a written or emailed statement requesting an appeal hearing, and why they are requesting a hearing to the following:

**Black River Technical College**  
**Attn: Director of Student Development**  
P.O. Box 468  
Pocahontas, AR, 72455

**The statement may be emailed to the Director of Student Development directly at:**  
neal.harwell@blackrivertech.edu.

### Provisions Pertaining to All Appeals

Appellate review shall be on the record in the case and does not include a right of additional hearings or meetings on behalf of the student. The function of the Judicial Appeals Committee in reviewing an appeal is that of reviewing if the appeal meets one of the four grounds listed below:

- a. An alleged violation of the rights guaranteed the accused has occurred.
- b. The sanction(s) imposed are outside the College's sanction range for such violations and/or not justified by the nature of the offense.
- c. New and significant evidence that was not available at the time of the hearing has developed which has a bearing on the outcome.
- d. An objective assessment of the evidence under the preponderance of evidence standard does not support a finding of responsibility.

The Director of Student Development or the Vice-President of Student Affairs has the authority to deny a student's case for an appellate review in the event that the appeal does not meet the below listed criteria:

- a. Be submitted within the designated time frame from the date of the decision.
- b. All appeals must be in writing signed by the student or student representative of a student organization.
- c. Select one or more of the four (4) appeal grounds.
- d. Provide a detailed discussion of the reasoning for the selected ground(s) for appeal and the student's or student organization's evidence to support the reasoning.

The charged student will be notified via administrative summons, phone call, or email, of the date, time, and location of the hearing at least two (2) business days before the hearing and within ten (10) working days (if possible) of the submission of the appeals request.

### **Nursing and Allied Health Student Appeals**

Due to time constraints in the classroom and clinical settings, Nursing and Allied Health Student appeals must be conducted as expeditiously as possible. Nursing and Allied Health students are allowed one (1) appeal of the Nursing and Allied Health Department's decision and will follow the College's appeals hearing process and provisions pertaining to all appeals.

## **Appeals Hearing Process**

The Judicial Appeals Committee will consist of three (3) members of the campus community (Faculty and/or Staff) who are selected by the Director of Student Development and approved by the Vice President of Student Affairs.

The accused student (Respondent) shall be entitled to appear in person and present his/her defense. The student may also elect not to appear, in which case the hearing shall be held in his/her absence. The failure of the student to appear should not be taken as indicative of guilt and must be noted without prejudice.

The student (Respondent) and the College shall not be represented by legal counsel. The student may be accompanied by a member of the faculty, staff, and/or a member student body of the college. Those who accompany the student will not be allowed to testify nor ask any questions of anyone present at the hearing. Failure of those accompanying the student to comply with the above statement will result in him or her being asked to leave the hearing.

- If the student (Respondent) elects to attend the hearing, he or she shall hear all testimony and may ask questions of witnesses.
- The Director of Student Development will direct the hearing and present evidence and witnesses, and explain the circumstances involved in the disciplinary action. If a conflict of interest is found, the V.P. of Student Affairs will assign another college official to direct the hearing.
- The student shall be entitled to the right to remain silent throughout the judicial proceedings and such refusal to participate should not be taken as indicative of guilt and must be noted without prejudice.
- The Complainant (person filing the complaint) and the accused student (Respondent) have the right to be assisted by any advisor they choose. The advisor must be a member of the BRTC Community (student, faculty, or staff) and may not be an attorney. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing.

- The Complainant, the accused student (Respondent), and The Director of Student Development, shall have the privilege of presenting witnesses, subject to the right of cross-examination. All questioning will be conducted by the Director of Student Development, VP of Student Affairs, or the Judicial Appeals Committee. Questions may also be asked or suggested by the accused student. Answers to such questions shall be directed to the Judicial Appeals Committee.
- Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Judicial Appeals Committee.
- The Judicial Appeals Committee will be allowed to ask questions throughout the hearing and the committee's determination shall be made based on the facts and evidence presented on whether or not the accused student(s) violated the student code, rules, regulations, policies, or procedures. By a simple majority, the committee may uphold (affirm), reverse, or reduce (overrule) the decision of the Director of Student Development, the Student Conduct Hearing Panel, or the decision of the Nursing and Allied Health Department. The Judicial Appeals Committee's decision is final and may not be appealed further.
- There shall be a single verbatim record, such as a recording of all hearings before a Judicial Appeals Committee. The record shall be College property.
- The student (Respondent) shall be entitled to an explanation of any penalty which is assessed.
- The Judicial Appeals Committee's decision is **final** and may not be appealed further.

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## Disciplinary Sanctions

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In keeping with the College's values, sanctions are designed to promote the College's educational mission. Sanctions may also serve to promote safety or to deter students from behavior which harms, harasses, or threatens people or property. Some behaviors are so harmful to the College community or the educational process that they may require more serious sanctions:

- removal from specific courses or activities,
- suspension from the College, or
- expulsion.

In an effort to be developmental and educative, The Director of Student Development's office is less concerned in administering "punishment/sanctions" for student conduct violations as it is concerned about a student's willingness to take personal responsibility for their actions along with an understanding of how the student's behavior affects others and how engaging in that behavior may affect the student's personal and professional future.

Disciplinary sanctions will draw upon the experience and professional judgment of the Director of Student Development and upon a range of disciplinary techniques. Disciplinary sanctions in response to violations of the Student Code of Conduct will be correlated to the seriousness of the offense, the effect of the misconduct on the College environment, the student's record of misconduct, the student's willingness to take personal responsibility for their actions, and statutory

requirements. Because of these factors, sanctions for a particular offense (unless specified by law) may bring into use varying techniques and responses. Possible disciplinary sanctions include, but are not limited to the following:

- **Formal warning:** A formal notice that the Code has been violated and that future violations will be dealt with more severely.
- **Disciplinary probation:** Implies that the individual's standing with the College is in jeopardy and that further negligent or willful violations will normally result in suspension or expulsion.
- **Restitution:** Compensation for loss, damage, service, or material replacement.
- **Class or workshop attendance:** Enrollment and completion of a class or workshop that could help the student understand why his or her behavior was inappropriate (for example, completion of an online class or workshop pertaining to anger management or three counseling sessions with the Director of Student Development).
- **Removal from specific courses or activities.**
- **Restriction from entering specific college areas and/or forms of contact with certain persons.**
- **Counseling, Psychological Evaluation, or Treatment as deemed appropriate.**
- **Suspension:** Separation from the College for a specified period of time or until certain conditions are met.
- **Expulsion:** Permanent separation from the College.
- **Interim Suspension:** Immediate but temporary suspension of a student or individual by a college administrative official on the grounds of campus and individual safety.
- **Interim Action:** Any temporary action imposed by a college administrative official on the grounds of campus and individual safety.
- **More than one of the sanctions listed above may be imposed for any single violation.**

All sanctions imposed upon a student shall remain in effect while the student is enrolled at BRTC. If a student re-enrolls in the college at a later date the sanctions shall still be in effect.

Students who have prior disciplinary sanctions imposed and commit further violations of the student handbook or BRTC policies are subject to further disciplinary sanctions. Instances of specific academic program violations or program removal shall be deemed as student disciplinary sanctions and may be considered for further college disciplinary action up to and including suspension and expulsion.

The sanctions imposed under these standards do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students are reminded that many violations of the Code including harassment, assault, threats, and other behavior, may violate various local, state, and federal laws.

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## Emergency Suspension

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If a student's actions pose an immediate threat or danger to any member of the College community or the educational processes, a college administrative official may immediately suspend or expel the student. The decision will be based on whether the continued presence of the student on the College campus reasonably poses a threat to the physical or emotional condition and well-being of any individual including the student or for reasons relating to the safety and welfare of any person(s), college property or college function. **The student of concern may be contacted by a college official, by any means necessary, to notify the student of the Emergency Suspension and the recommended actions needed to resolve the issue, if possible. Formal notification of the emergency suspension will be hand-delivered, emailed to the student's email account on file, or sent by registered mail to the address of the student as it appears on the official college records.**

## Frequently Used Telephone Numbers

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Numbers on the Pocahontas campus may also be used by students on the Paragould campus when appropriate.

### Pocahontas Phone Numbers

Academic Affairs	870-248-4092
Admissions	870-248-4000
Bookstore	870-248-4040
Campus Security	870-248-4034
Career Pathways	870-248-4064
Computer Services	870-248-4053
Director of Student Development	870-248-4158
Disabilities	870-248-4014
Distance Education	870-248-4058
Fax	870-248-4100
Finance and Fees	870-248-4016
Financial Aid	870-248-4017
Graduation and Diplomas	870-248-4028
Library	870-248-4060
Loan Default Counselor	870-248-4022
Moodle	870-248-4058

Scheduling Campus Facilities	870-248-4070
Transcripts and Records	870-248-4013
Tutoring	870-248-4041
Veterans Affairs	870-248-4011

## **Paragould Phone Numbers**

Admissions/Student Affairs	870-239-0969
Bookstore	870-239-5250
Campus Security	870-239-5009
Fax	870-239-2050