



BLACK RIVER
TECHNICAL COLLEGE



STUDENT HANDBOOK

2026-2027

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Policy Statement

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, Vision, and Values

BRTC Mission Statement

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

BRTC Vision

BRTC will lead our community in learning and economic development.

BRTC Values

- **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.

Equity, Inclusion, and Expression

Campus Poster Policy

BRTC Policy 2198 intends to contribute to an orderly presentation of information for College members. The College seeks to enhance the academic and social environments of the campus and to continue the support of the academic and social elements of student life.

Posting on campus shall be subject to the following guidelines:

- **Preservation of Campus Aesthetics:** To maintain the natural beauty of the campus and preserve the quality of its buildings, trees, and shrubs, the following locations are strictly prohibited for

posting notices or flyers: trees, walls, windows, doors, wires, fire hydrants, parking meters, trash cans, public signs, sculptures, exteriors of buildings, and any other similar locations.

- **Bulletin Board Placement:** Notices may only be affixed to college-provided bulletin boards.
- **Space Limitation:** To ensure fair access and utilization of space, only one flyer or poster per event or subject is permitted at any authorized location.
- **Respect for Community:** No marking, destroying, removing, or posting over materials posted by other members of the campus community is allowed. Materials placed over validly posted flyers or posters may be removed.
- **Timely Removal:** All materials must be removed no later than one day after the advertised event has passed. General campus use bulletin boards shall be cleared on the 1st and 15th of every month to provide space for new postings, ensuring freedom of expression and equitable access to bulletin board space. If the 1st or 15th falls on a non-business day, the following business day shall be utilized for bulletin board clearing. For more information on freedom of expression activities, please refer to BRTC Policy 2197.
- **Chalking Prohibition:** Chalking is prohibited on the BRTC campus.
- **Posting Medium and Size:** Postings are to be on paper or a similar medium appropriate for adhering to the available bulletin boards. The preferred size is 8 1/2" x 11" and may not exceed 17" x 22."
- **Vehicle and Personal Property Posting:** No postings are permitted on vehicles or personal property that is not owned by the person posting the material.
- **Prohibition of Loose Materials:** Loose or non-affixed materials shall not be left on campus property.
- **Exclusion of College-Sponsored Advertisements:** This policy does not apply to college-sponsored advertisements, signage, or notices.

Equal Opportunity / Affirmative Action

Black River Technical College is an equal opportunity institution and will not discriminate based on 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:

Executive Director of Human Resources

Black River Technical College
P.O. Box 468
Pocahontas, Arkansas 72455

Freedom of Expression Policy

This policy is meant to comply with Arkansas Act 184 of 2019 as well as the First Amendment to the United States Constitution.

Definitions

This Operating Procedure adopts and incorporates the terms and definitions outlined in Section 6-60-1003 of Act 184 of 2019.

Member or Member of the Campus Community means an enrolled student, an administrator, faculty member, staff member, registered student organization, a group seeking official recognition as a registered student organization and any invited guest of any of the foregoing persons.

Non-Member of the Campus Community or Non-Member means all persons, groups, clubs, or other organizations that do not come within the definition of “Member.”

Registered Student Organization or RSO means an organization (including a club) comprised of BRTC students that is registered with the BRTC Student Affairs Division.

Freedom of Expression

Expressive activities are allowed on all outdoor areas of campus subject to the reasonable time, place, and manner restrictions set forth in this policy as well as all applicable state and federal laws. The campus shall not utilize free speech zones or other designated outdoor areas of campus outside of which expressive activities are prohibited. The campus maintains a position of neutrality as to the content of any protected speech.

Outdoor Areas of Campus – Public Forums

All outdoor areas of campus shall be deemed a public forum for members of the campus community. This does not include outdoor areas where access by a majority of members of the campus community is restricted.

Expressive Activities

Expressive Activities are those enumerated by Act 184 as well as all forms of expression protected by the First Amendment to the United States Constitution. Expressive activity may include peaceful assemblies, speeches, protests, picketing, leafleting, circulating petitions, distributing literature, and similar expressive communications and activities.

Lawful Limitations on Expressive Activities

Members of the campus community who want to engage in noncommercial expressive activities may do so freely in the outdoor areas of campus so long as that member’s conduct is 1) not unlawful, 2) does not materially and substantially disrupt the functioning of a state-supported institution, 3) does not materially and substantially disrupt another person’s expressive activity and 4) does not materially and substantially interfere with an employee’s assigned job duties or responsibilities.

Freedom of Association

The campus shall not deny a student organization any benefit or privilege that is available to another student organization or otherwise discriminate against an organization based on the expression of that organization.

Use of Campus Property for College-Sponsored Activities and Events

All outdoor areas, owned and operated by the campus, shall be made available for use by the college for college-sponsored activities and events. Official college activities and events on campus have precedence over all other events and activities taking place on campus. Any expressive activity that occurs at a location reserved for a college-sponsored activity or event shall be accommodated at another outdoor area of campus so long as the accommodation is consistent with this policy.

Prohibited Activities

The right to engage in expressive activities under this operation procedure does not include the right to engage in the following:

- Obstructing vehicular or pedestrian traffic;
- Engaging in unlawful activity;
- Engaging in activities that create a clear and present threat to public safety;
- Engaging in true threats and expression directed to provoke imminent lawless actions and likely to produce imminent lawless actions;
- Engaging in unlawful harassment;
- Utilizing sound amplification devices;
- Posting materials on unauthorized areas of BRTC property; or
- Obstruction of entrances or exits to buildings, driveways, parking lots, or other campus locations.

Sound Amplification Devices

Amplification equipment such as loudspeakers are allowed only with prior permission from the Vice President of Student Affairs or designee. Such requests will be evaluated for the potential disruption of regular campus activities or processes.

Damage to Property Owned by the Campus

Any damage to campus property caused by individuals and/or groups engaging in expressive activity are the financial responsibility of the individuals and/or groups who caused the damage to the property.

Commercial Speech

This policy does not apply to commercial speech. Non-member / off-campus individuals and organizations are not allowed to conduct or solicit commercial sales or distribute commercial pamphlets, handbills, circulars, newspapers, magazines, and other written material on campus. Parties having a contract with the campus authorizing commercial advertising shall be allowed to distribute or post commercial material in accordance with the terms of their contract.

See also: [Act 184 of 2019](#), [Act 614 of 2023](#)

Institutional Inclusion

Our students come from all walks of life and so do we. We bring together great people with diverse perspectives from a wide variety of backgrounds. Not simply because it's the right thing to do, but also because it makes us stronger. If you are curious, kind, and determined, you will find a home at BRTC. We welcome the unique contributions and perspectives that only you can bring.

At the heart of our mission is *community* and the phrase *the community we serve* is intentionally broadly inclusive. Inherent in our mission is a commitment to equip every student for success regardless of socioeconomic status, age, race, religion, gender, and/or neuro-difference.

Nondiscrimination and Harassment (Title VI)

Black River Technical College complies with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.

The College is committed to maintaining an educational environment free from discrimination and harassment based on these protected characteristics. Conduct that is sufficiently severe, pervasive, and objectively offensive that it denies or limits a student's ability to participate in or benefit from the College's programs or activities may constitute a violation of this policy.

This includes, but is not limited to, verbal, written, graphic, or physical conduct directed at an individual or group based on race, color, or national origin that creates a hostile or abusive educational environment.

The College also recognizes and protects rights of free expression. Expression that is protected under the First Amendment or applicable law will not be restricted solely because it is offensive or disagreeable. However, such expression may be subject to action when it meets the legal standard for discrimination or harassment or materially and substantially disrupts the educational environment or the rights of others.

Reports of discrimination or harassment under this policy may be addressed through the College's student conduct process, civil rights complaint procedures, or other applicable institutional processes.

Racial Profiling Policy – Campus Police

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 apply 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)

No person at Black River Technical College will, based on sex, be excluded from participation in, be denied the 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 officials:

- Title IX Coordinator – Phone: (870) 248-4000, x4067
- Deputy Coordinator for Faculty/Staff – Phone: (870) 248-4032
- Deputy Coordinator for Students – Phone: (870) 248-4000, x5101
- Title IX Confidential Contact – Phone: (870) 248-4000, x4119
- Director of Student Development – Phone: (870) 248-4158

Filing a Complaint

A student wishing to file a formal dissatisfaction complaint against a member of the College community should fill out the online submission form under “Report an Incident” at the bottom of the official BRTC website. Alternatively, if students or employees wish to not fill out the online “Report an Incident” form, students may call the following office to report a complaint on a BRTC employee:

Executive Director of Human Resources: (870) 248-4032

In addition to the “Report an Incident” form, BRTC's students should be aware of the Arkansas Division of Higher Education's Student Grievance form found at the following website address:

<https://adhe.edu/students-parents/student-grievance-form>

From the ADHE website: *“If you would like to file a grievance about an institution of higher education that you have attended, please complete the form at the link below. It is recommended that you complete your institution's complaint process before submitting this form. Please note that the Arkansas Division of Higher Education is a coordinating board that coordinates state financial aid, state funding to institutions of higher education, and academic program review. ADHE does not have authority over the day-to-day operations of institutions of higher education. We may be able to offer guidance for issues*

you are having with an institution, but in most cases, we cannot issue an immediate solution. If you have a grievance about a for-profit institution, this form may help us to provide you with a resolution.”

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.

In addition to individual formal complaint resolution, all formal complaints will be reviewed annually at the end of the academic year by the BRTC administrative cabinet to look for trends and to promote continuous improvement.

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

Health and Wellness

Accessibility/Disability Services

Black River Technical College seeks to be in compliance with both the spirit and the letter of the law as stated in Section 504 of the Rehabilitation Act, as amended, and the Americans with Disabilities Act. The ADA Coordinator is also the Compliance Coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). The ADA 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.

Requesting Accommodations

Students seeking ADA accommodations or concerns about physical access to facilities are encouraged to contact the ADA Coordinator at least two (2) weeks prior to the start of each enrollment period:

Dr. Zach Singleton
Office AD 120-G, Pocahontas Campus
Phone: (870) 248-4014
Email: zachary.singleton@blackrivertech.edu

Steps for requesting an accommodation:

1. Complete the New Student Form located here, under the tab “Steps for Requesting Accommodations”: <https://blackrivertech.edu/students/ada-accessibility-services/>

2. Provide documentation of your disability, which can include any of the following: IEP/504 Plan from high school; letter from physician with accompanying documentation; or vocational rehab documentation that includes a diagnosis.
3. Once you have turned in the proper documentation, the ADA Coordinator will review it and discuss with you the proper accommodations.
4. Once accommodations are set, the ADA Coordinator will email the student's accommodations to each of the student's instructors. The student will also be notified of the set accommodations.
5. Each semester the student is enrolled, the ADA Coordinator will review the student's schedule and send proper accommodations to instructors.

For more detailed information pertaining to accommodations, please refer to the ADA Student Handbook. The ADA Student Handbook may be obtained by going to the website above, or by visiting Student Affairs at the Pocahontas or Paragould campus.

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, campus police, and administrators as needed or at the discretion of the student.

Service Animals

Service animals are regulated under the Americans with Disabilities Act because they are considered an accommodation needed by a person with a disability to perform specific tasks. All questions regarding service animals should be directed to the ADA Coordinator.

The ADA Coordinator will only ask these two questions:

1. Do you have the service animal because of a disability?
2. What task is it trained to do?

Individuals with disabilities may be accompanied by their service animals in all BRTC buildings where members of the public or participants in services, programs or activities are allowed to go. By law, a service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals.

The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of such tasks include, but are not limited to: assisting an individual with low vision with navigation; alerting individuals who are hard of hearing to the presence of people or objects; pulling a person's wheelchair; or aiding with stability or balance to an individual with a mobility disability. Federal law does not require the individual to provide documentation that an animal has been trained as a service animal. BRTC may, however, ask if the animal is required because of a disability, as well as what work or task the animal has been trained to perform.

Exceptions

BRTC may exclude a service animal from campus if its behavior poses a direct threat to the health or safety of others or when its presence fundamentally alters the nature of a program or activity. Furthermore, BRTC may ask an individual with a disability to remove a service animal from campus if the animal is out of control and the individual does not take effective action to control it; or if the animal is not housebroken. The service animal is considered an extension of the student and thus, is subject to the same code of conduct as a student would follow. Disruptive behavior by a service animal will be grounds for removal from an academic setting in the same manner that a disruptive student will be removed from the same environment.

Responsibilities of Individuals with Service Animals

BRTC is not responsible for the care or supervision of a service animal. Individuals with disabilities are responsible for the control of their service animals at all times and must comply with all applicable laws and regulations, including vaccination, licensure, animal health, and leash laws. A service animal shall be restrained with a harness, leash, or other tether, unless an individual's disability precludes the use of a restraint or if the restraint would interfere with the service animal's safe, effective performance of work or tasks. If a service animal is not tethered, it must be otherwise under the individual's control, whether by voice control, signals, or other effective means.

Counseling

BRTC does not offer on-site counseling services. The Director of Student Development is available for students as a resource to discuss student well-being. If professional services are determined to be required, the Director of Student Development may refer students to the appropriate medical professional.

Drug and Alcohol Abuse

Treatment Referral Programs

Drug and alcohol treatment referral programs are available for students of BRTC. Information about various drug and alcohol referral programs may be obtained by contacting:

Director of Student Development – (870) 248-4158

BRTC wants every student to be aware of the physical, mental, and legal ramifications that can be associated with the possession, use, or distribution of illegal drugs on our campus or at a college-sponsored function.

Health Risks of Alcohol and Other Drugs

Alcohol

Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgement, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

E-cigarettes, Vaping Products, Nicotine

E-cigarettes and vaping products pose serious health risks despite being marketed as safer alternatives to traditional cigarettes. Vaping introduces harmful chemicals, including nicotine, formaldehyde, and heavy metals, directly into the lungs, which can cause inflammation, tissue damage, and reduced lung function. Nicotine exposure can impair brain development in adolescents and young adults, leading to addiction, mood disorders, and decreased impulse control. Additionally, vaping has been linked to lung injury conditions such as EVALI (E-cigarette or Vaping Use-Associated Lung Injury) and may increase the risk of heart disease due to elevated blood pressure and heart rate. Long-term effects are still being studied, but growing evidence suggests that vaping is far from harmless and can have lasting consequences for both physical and mental health.

Cannabis (Marijuana, Hashish)

The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28-30 days.

Hallucinogens

Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicions, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

Cocaine/Crack

The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or free base rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death. Cocaine users often have stuffy, runny nose and may have a perforated nasal septum.

Amphetamines

Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Heroin

Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

Methamphetamine

Methamphetamine are synthetic amphetamines or stimulants that are produced and sold in pill form, capsules, powder, and chunks. Two such methamphetamines are crank and ice.

Crank refers to any form of methamphetamines. Ice is a crystallized smokable chunk form of methamphetamines that produces a more intense reaction than cocaine or speed. Ice has an appearance that is clear and crystal-like, and resembles frozen ice water.

Methamphetamines stimulate the central nervous system, and effects may last anywhere from 8 to 24 hours. Crank and ice are extremely addictive and produce a severe craving for the drug.

Short-term effects: increased alertness, sense of well-being, paranoia, intense high, hallucinations, aggressive behavior, increased heart rate, convulsions, extreme rise in body temperature, uncontrollable movements, violent behavior, insomnia, impaired speech, dry itchy skin, loss of appetite, acne, sores, and numbness.

Effect on the mind: disturbed sleep, excessive excitation, excessive talking, panic, anxiousness, nervousness, moodiness and irritability, false sense of confidence and power, delusions in friends, sex or food, aggressive and violent behavior, and severe depression.

Long-term effects: fatal kidney and lung disorders, possible brain damage, depression, hallucinations, disorganized lifestyle, permanent psychological problems, weight loss, liver damage, stroke, and death.

Methamphetamines cause a severe crash after the effects wear off. The crash or low feeling is more intense and longer lasting than both speed and cocaine.

Physical Examinations and Drug Screens

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. Please refer to individual program handbooks for program-specific policies regarding physical examinations and drug screens.

Reporting Medical Conditions and Emergency Protocols

To provide necessary care and appropriate response, students with a serious medical condition or illness – which do not necessitate an accommodation – should inform their instructors and the Director of Student Development of such condition or illness. In the event of an accident or emergency, an ambulance may be called to transport the student to a medical facility for proper assessment. Not all health or accident policies cover ambulance services.

Wellness Services

BRTC works closely with local community healthcare providers and county health departments to provide information on 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.

Student Support Resources and Related Policy

Bookstore

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:

- Textbooks (and textbook renting)
- Online course/lab codes
- Most required and general supplies for classes
- Electronics
- Variety of BRTC-branded items
- Gifts
- Health and beauty aids
- Graduation caps and gowns (*at graduation time*)

Career Services

Career Readiness

The Director of Student Career Readiness is available to assist students with a multitude of career services, including:

- Career Advising
- Resume Development
- Mock Interviews
- Personality and Interest Inventories
- Job Search Support and Resources
- Job Shadowing and Internship Opportunities
- Industry Exploration
- Job Fairs and Employer Networking

The Bridge

The Bridge is an immersive, state-of-the-art virtual career exploration lab designed to help students cross from curiosity to career confidence. Inside this innovative space, learners can explore a wide range of virtual career pathways – from commercial truck driving and automotive painting to welding, robotics, nursing, and beyond. Using realistic simulations and hands-on digital tools, The Bridge allows students to experience the sights, sounds, and challenges of real-world professions without ever leaving campus. Whether discovering a passion, testing a skill, or planning a future, The Bridge connects education to opportunity through interactive, technology-driven exploration.



Handshake

Handshake is an online career and job opportunities platform designed specifically for college students and recent graduates. It connects users with thousands of employers—from local businesses to national organizations—who are actively seeking early-career talent. Through Handshake, students can explore internships, part-time jobs, and full-time careers tailored to their interests and field of study, all in one convenient place. The platform also allows students to build a professional profile, attend virtual career fairs, connect directly with recruiters, and receive personalized job recommendations. For students looking to take their next step after college, Handshake serves as a powerful tool to bridge the gap between education and meaningful employment.

To sign-up for Handshake, simply go to <https://app.joinhandshake.com/login>, search for Black River Technical College, and create an account using your BRTC student email address.

Class Attendance

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.

Once a course has concluded and final grades or credentials have been awarded, instruction, review, or additional assistance provided by an instructor is considered supplemental and voluntary. Such instruction is not a right afforded to students and is not part of the official course requirements.

Any post-completion instructional time offered by an instructor is a professional courtesy and privilege, extended at the instructor's discretion and dependent upon availability, workload, and institutional priorities. Students should not expect or rely upon additional instruction after the course has ended or a credential has been conferred.

Name, Address, or Personal Information Changes

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.

Student Identification (ID) Cards

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. Student ID cards are used for various reasons:

- Quick identification as a BRTC student when accessing BRTC services and resources or when identification as a BRTC student is needed.
- May be required for certain testing.
- Used as a library card at the BRTC Library.

- May be used to obtain discounts on products or services, locally and online.

Student Referrals

The College has established a student support referral system to help students who appear to be struggling with issues that 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 try to talk with students directly and may then send a referral to the Director of Student Development 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.

Student Workers

Federal Work-Study provides part-time jobs for students with financial need, allowing them to earn money to pay education expenses. They provide part-time employment while you are enrolled in school, and they are available to full-time and part-time students. Wages are dependent on when you apply, your level of financial need, and BRTC's current funding level.

There are a limited number of these positions available. To apply, complete the Work-Study Application at the following website address: <https://blackrivertech.edu/financial-aid/resources/federal-work-study/>

Tuition, Fees, and Student Account Responsibilities

Tuition and Fees / Student Account Balances

Current tuition and fee estimates are listed on the BRTC website by clicking on the Tuition and Fees tab on the BRTC homepage. If a student has a question about their account balance they may call the Business Office at (870) 248-4000, x4033.

Past Due Balances and Collections

A student receivable becomes past due if payment is not received by the payment due date. Students with past due balances from previous semesters are placed on a business office hold and not allowed to register for subsequent semesters unless the exception is approved by both the Vice President of Finance & Administration and the Vice President of Student Affairs. A business office hold includes preventing the release of academic transcripts as well.

A concerted effort should be made to collect accounts. Once an account is past due, statements will be mailed for three consecutive months. If still unpaid, the past due balance will be sent to a collection agency. The College has established written collection procedures for accounts receivable. As a state agency, the College also has a right to ask for state income tax refund set off as an alternative collection method. Collection activities include any collection activities authorized by law.

Student Responsibility for Tuition, Fees, and Tuition Adjustment Appeals

Students are responsible for all tuition, mandatory fees, and other charges assessed to their student account. Current tuition and fee information is published by the College, and students are expected to review their accounts through the Business Office and the MyBRTC student portal. Non-attendance or failure to drop a course does not remove a student's financial obligation, and all resulting charges remain the responsibility of the student.

If a student believes their tuition or mandatory fees should be reconsidered due to documented extenuating circumstances, they must use the College's Tuition Adjustment (Student Account Adjustment) Appeal Process. A student wishing to pursue such an appeal may request the appropriate paperwork to initiate the process from the BRTC Business Office. Students must then submit the required form, a typed statement of events, supporting documentation, and an unofficial transcript within 90 days after the semester in which the extenuating circumstances occurred. Submission of a request does not guarantee an adjustment, and all decisions issued by the Student Account Adjustment Committee are final.

All students are responsible for understanding these procedures and for timely action when seeking reconsideration of tuition and fee charges.

Veterans

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. To inquire about these benefits, students are encouraged to reach out to the Veterans Affairs Representative for BRTC by visiting the Office of Student Services on the Paragould Campus or by phone at (870) 913-9605.

Campus Safety and Security

Clery Act/Annual Security Report

The [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC §1092\(f\)](#), is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. These statistics are disseminated yearly in the BRTC Annual Security Report, which also includes: security and safety related policies; crime prevention strategies; emergency preparedness; procedure for reporting crime; procedure for victims of crime; and other safety related information. The Annual Security Report can be viewed at the following link:

<https://blackrivertech.edu/about/consumer-information/>



If you witness a crime or suspected criminal behavior, it should be immediately reported to BRTC Campus Police or a Campus Security Authority (detailed in the Annual Security Report). If it is an emergency, dial 911.

| Location | Office | Cell | Office |
|------------|----------------|----------------|-----------|
| Pocahontas | (870) 248-4034 | (870) 378-4148 | AD 112 |
| Paragould | (870) 913-9696 | (870) 378-4148 | ITC 134-C |

Computer and Network Acceptable Use Policy

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 being 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 policy 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

- You may use only the computers, computer accounts, and computer files for which you have authorization.
- You may not use another individual's account or attempt to capture or guess other users' passwords.
- You are individually responsible for the appropriate use of your computer, account, and all resources assigned to you.
- 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.
- You should make a reasonable effort to protect your passwords and to secure resources against unauthorized use or access.
- You must not attempt to access restricted portions of the network or individual computers, or attempt to monitor network traffic without the approval of Computer Services.
- 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

- Users may not use the campus computing or network services to transmit or display information that violates or infringes on the rights of another person, including the right to privacy.
- Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually-oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material.
- Violates BRTC policy prohibiting sexual harassment.
- Restricts or inhibits other users from using the system or the efficiency of the computer systems.
- Uses the system for any illegal purpose.
- Users may not illegally share or obtain copyrighted material.
- 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.
- 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.
- Users must respect the privacy of other users, including other's digital property.
- Users may not share their password with others or let others use their account.
- Users must respect the intellectual property of others and adhere to College standards of academic honesty.

Computer Labs

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:

- 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 the 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.
- Cell phone conversations are prohibited in the labs. Please use cell phones outside the lab.
- 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.
- 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.
- No food or drink in labs.
- Password sharing and logging in for other users is prohibited.
- Students are not allowed to install software or otherwise tamper with the hardware or software of the lab computers.
- 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.

- 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.
- 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 Wi-Fi networks are covered by the computer use policy and acceptance of 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.

Inclement Weather

The College may cancel classes in the event of severe weather. Announcements of cancellations will be disseminated using the following platforms:

- BRTC Rave Alert
- BRTC Facebook Page
- KPOC – Pocahontas Radio
- JackFM – Paragould Radio
- KAIT Channel 8 – Jonesboro Television
- Paragould Light, Water, and Cable – Paragould Television



BRTC's RAVE Alert system gives students and the college community the opportunity to receive phone call, text, and/or email alerts in case of inclement weather or other announcements. A student's institutionally-issued email address is automatically opted-in to receive RAVE Alert's. To sign-up for phone call, text, or personal email alerts, go to the following website address:

<http://www.getrave.com/login/blackrivertech/>

Missing Persons

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. BRTC Campus Police will begin an investigation and initiate a missing person report. If the person is determined to be missing, BRTC Campus Police will issue the

appropriate notifications as required by federal and state law. Missing person reports received by BRTC Campus Police may be referred to the law enforcement agency that has jurisdiction over the location of the campus.

Parking

Parking Permits

All students must obtain a registration/parking permit for any vehicle driven on the BRTC campus. New permits are effective for one year, and are issued each fall semester. There is no charge for the first parking permit. They will be available at the Student Accounts 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 Rules

1. No parking permit / Not registered to park.
2. Hanging permit not properly displayed.
3. Defacing, reproducing, altering, or illegal use of permit.
4. Falsifying registration information.
5. Driving/parking on grass.
6. Parking in space reserved for handicap.
7. Faculty/staff parking in between yellow parking lines.
8. Students parking in between white parking lines.
9. Double parking/blocking.
10. Blocking loading dock or ramp.
11. Blocking drive.
12. Blocking a dumpster.
13. Parking on the wrong side of the street.
14. Parking where prohibited by sign.
15. Parking in a manner that may obstruct a sidewalk or walkway.
16. Blocking a fire hydrant.
17. Parking in space reserved for visitors.

Parking Fines

Parking fines are \$5.00 for the first violation and increase by \$5.00 for each successive violation. For example, a first violation of parking rules is a \$5.00 fine. A second violation of parking rules is a \$10.00 fine, and so on. Parking tickets may be appealed. To appeal a parking ticket, go to this website address: <https://blackrivertech.edu/about/police/>, click on "Parking Rules & Violations", and click on the "Citation Appeals" link.

Sex Offenders

Registered Sex Offenders are required, by law, to inform the College that they are registered as a sex offender upon registering for classes. Ark. Code Ann. § 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 required to register as a sex offender after their initial

admission to BRTC must inform 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 in accordance with state law and institution policy on a case-by-case basis. For more information on the Arkansas Sex Offender Registry, visit the following website:

<https://www.ark.org/offender-search/index.php>

Student Life

Cafeteria/Black River Grill

The Black River Grill at the Pocahontas location is open for both breakfast and lunch. Weekly menus and hours of operation are posted on the announcement monitors in various buildings on campus and are also available online by going to following website address: <https://blackrivertech.edu/students/black-river-grill/>

Generally, breakfast is served from 7:00am until 9:00am and lunch is served from 11:00am until 12:00pm. You may order ahead by calling (870) 248-4085 or visiting the BRTC Grill phone app.

Paragould students can enjoy several breakfast and lunch takeout options through the Paragould coffee shop.

The Coffee Shop @ BlackRiverTech

That's not a website address – it's your go-to morning pick-me-up location. The Coffee Shop @ BlackRiverTech has locations on the Pocahontas and Paragould campuses. Implementation of The Coffee Shops was selected by the student body in 2021 as the second Student Legacy Project. *To learn more about Student Legacy Projects, check out the section detailing the BRTC Student Government Association.*

The Coffee Shops @ BlackRiverTech are proud to serve Starbucks coffee and cold drinks. They are open daily from 7:30am-11:30am.



Campus Presence of Children, Family Members, or Friends

BRTC students should not have family members, including children, or friends as a regular presence on campus or in 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 these matters with their instructors. BRTC students should be aware that they are responsible for the behavior and conduct of any guest they willfully invite to campus, including parents, children, guests, and visitors.

For students utilizing the BRTC Library, the Mary Helen Jackson Children's Reading Room is available for children under the supervision of BRTC students. This room features several activities for children up to

kindergarten age, allowing for parents and guardians to complete school work while their children are occupied. Children should not be left unattended.

Fitness Studio

The Fitness Studio allows students to participate in a variety of fitness exercises utilizing a suite of state-of-the-art weight-training and cardio equipment. The Fitness Studio will be available according to the operational hours of the college. Opening and closing times will be posted within the Fitness Studio. Before using any equipment in the Fitness Studio, a student must sign a waiver with the Director of Student Development. Unauthorized use of the Fitness Studio or a violation of the rules posted in the Fitness Studio may result in disciplinary action.

Student Organizations

Student organizations at Black River Technical College (BRTC) play a vital role in fostering community, leadership, and personal growth. These groups provide opportunities for students to engage with peers, explore interests, and build skills that complement their academic programs. Participation encourages communication, teamwork, and responsible decision-making, all of which prepare students for success in their careers and communities.

BRTC recognizes two categories of student organizations: Institutional Organizations (IOs) and Registered Student Organizations (RSOs). Both contribute to a vibrant, inclusive campus culture, while maintaining distinct operational structures and expectations.

Institutional Neutrality and Student Expression

BRTC values and protects the free exchange of ideas as essential to learning, leadership development, and civic engagement. Recognition of a student organization—whether Institutional or Registered—does not constitute College endorsement of the organization’s views. Denial or removal of recognition is based solely on compliance with established policies, not the content of expression.

The College ensures that resources, opportunities, and access are allocated in a viewpoint-neutral manner. All students and student organizations are expected to exercise their rights responsibly and respectfully in accordance with College policy and applicable law.

Club and Student Organization Principles

Black River Technical College recognizes that students derive many values from participation in student activities associated with their college experience. Therefore, the administration directs efforts toward promoting, supporting, and coordinating such activities as an integral part of student development. The Director of Student Development has the authority to coordinate the planning and implementation of campus activities.

Club and Organization advisors are full-time employees of BRTC and must receive approval from both their direct supervisor and the Director of Student Development. Off-campus student activities may be permitted when approved by the administration and properly supervised by designated club advisors.

BRTC is committed to fulfilling the requirements of Title IX and Section 504 of the Rehabilitation Act. Student organizations must examine their policies and bylaws to ensure alignment with nondiscrimination expectations.

In order to obtain and maintain recognition, student organizations may not discriminate against potential members based on race, age, sex, religion, color, national origin, creed, disability, sexual orientation, or marital/parental status. Membership and eligibility requirements for student organizations shall be non-discriminatory and open to all currently enrolled BRTC students without regard to race, religion, or national origin. For clarification, open to all means: open to all who meet published, viewpoint-neutral criteria. Some Institutional Organizations (e.g. Student Ambassadors, PTK, or competitive activity teams) may have selection criteria, such as GPA, interview, try-out, etc.

The Director of Student Development ensures that institutional nondiscrimination policies are followed. All organizations must remain in compliance with College policies and procedures.

Institutional Organizations

Institutional Organizations are created, sponsored, and supported by BRTC to advance College programs, leadership development, and student engagement initiatives. They represent official extensions of the College and are supervised by designated institutional advisors.

Institutional Organizations include student leadership groups such as the Student Government Association, Student Ambassadors, Phi Theta Kappa, and College-sponsored activity programs such as intramural sports, esports, and the BRTC Trap and Skeet Shooting Team.

Student Government Association (SGA)

The Student Government Association (SGA) is not a Registered Student Organization. SGA is a standing shared-governance committee of the College, operating under the Vice President of Student Affairs and the Director of Student Development. It serves as the liaison between the student body and College administration and represents student interests in institutional decision-making.

SGA membership, officer structure, and election procedures are outlined in the SGA Bylaws maintained by the Office of Student Development. Because SGA functions as a governance entity rather than a Registered Student Organization, it is not subject to the recognition or renewal process required of RSOs.



Phi Theta Kappa (PTK) – Beta Delta Phi Chapter



Phi Theta Kappa (PTK) is the officially recognized honor society of Black River Technical College and is categorized as an Institutional Organization, not a Registered Student Organization. PTK is the sole internationally recognized honor society serving associate-degree students, and BRTC sponsors its chapter in recognition of PTK's academic mission and national standing.

BRTC's chapter of PTK is the Beta Delta Phi Chapter. Membership is selective and based on national eligibility criteria. Students must have completed 12-15 college-level credit hours and earned a cumulative GPA of 3.5 or higher to receive an invitation. After induction, students must maintain a 3.0 cumulative GPA to remain in good standing. PTK induction ceremonies are held once annually during the

Spring semester. Members may participate in local, regional, and national events offering leadership development, scholarship opportunities, service engagement, and academic enrichment. As an Institutional Organization, PTK is supported by BRTC through designated faculty advisors and institutional resources, ensuring that its activities align with both PTK's mission and the College's academic values.

Joining an Institutional Organization

Students interested in participating in an Institutional Organization should contact the Director of Student Development for information on eligibility requirements and involvement opportunities.

Registered Student Organizations (RSOs)

Registered Student Organizations are student-created, student-led, and student-controlled groups recognized by the College but not sponsored as institutional programs. RSOs allow students to engage in social, academic, cultural, service, and interest-based activities that enhance the co-curricular experience.

RSOs are comprised of five or more currently enrolled, credit-seeking students at the time of recognition and must maintain this membership requirement to remain active.

RSOs must be officially recognized through the Student Affairs Division. Once officially recognized, RSOs are entitled to the rights and privileges afforded to all student organizations, including campus facility usage, participation in College events, and seeking funding consistent with institutional policy. Collaboration between Institutional Organizations and RSOs is permitted when mutually beneficial, but each organization retains responsibility for its own operations, decisions, and finances.

Forming a Registered Student Organization

To seek recognition as an RSO, students must:

- Recruit at least five (5) currently enrolled students as founding members.
- Secure a full-time faculty or staff member to serve as advisor.
- Complete the BRTC Registered Student Organization Application.
- Complete the RSO Compliance and Non-Discrimination Statement.
- Draft a Constitution and Bylaws outlining the organization's purpose, structure, and membership criteria.
- Submit a complete application packet to the Director of Student Development.

The Director of Student Development reviews applications for compliance and may request revisions. Approved applications are forwarded to the Vice President of Student Affairs, who may grant full recognition, trial recognition, request clarification, or deny recognition based on policy alignment.

RSOs must comply with all institutional policies, including Title IX and nondiscrimination requirements.

Maintaining Recognition as a Registered Student Organization

To remain in good standing, RSOs must:

- Submit a Registered Student Organization Renewal Application each Fall semester to the Director of Student Development.

- Follow all College policies and all applicable laws.
- Maintain a full-time BRTC faculty or staff advisor approved by the Director of Student Development.
- Maintain at least five (5) currently enrolled student members with open, nondiscriminatory membership practices.
- Submit a membership list at the beginning of each Fall semester.
- Notify the Director of Student Development when new members join during the year.

Failure to meet these requirements may result in loss of recognition at the discretion of the Vice President of Student Affairs.

Advisor Roles and Responsibilities

Every Recognized Student Organization must have an advisor approved by the Director of Student Development. Advisors serve as mentors and resources, providing guidance and continuity while allowing student officers to lead and manage operations.

Advisors provide guardrails, not governance, ensuring compliance with College policies, safety expectations, and applicable law.

Appropriate Advisor Activities

- Offering guidance on policy compliance and risk management.
- Reviewing budgets and financial practices.
- Assisting with event planning and ensuring safety.
- Encouraging leadership development and teamwork.
- Attending meetings or events as a supportive presence.

Inappropriate Advisor Activities

Advisors must not:

- Create or found organizations on behalf of students.
- Hold officer roles or exercise decision-making authority.
- Direct or control the organization's agenda, elections, programming, or membership decisions.
- Act as the organization's spokesperson or issue statements in place of student officers. Because BRTC expects student organizations to be student-created, student-led, and student-controlled, public representation is a learning and leadership responsibility reserved for student officers. Advisors may support students in preparing communications, but they should not serve as the official public voice of the organization.

Advisors are appointed and may be reassigned at the discretion of the Director of Student Development or the Vice President of Student Affairs.

Additional Advisor Responsibilities

Advisors must:

- Obtain approval from their immediate supervisor before serving.
- Advise student leaders on policies, event procedures, and safety requirements.

- Provide historical and institutional context when appropriate.
- Review budgets, funding requests, and expenditures.
- Remain informed about meetings and events and attend as needed for support or safety.
- Promote ethical decision-making and inclusiveness.
- Fulfill mandatory reporter and Campus Security Authority obligations.
- Notify the Director of Student Development if membership falls below required thresholds.
- Inform the Director of Student Development if they can no longer serve so a replacement may be appointed.

Academic Rules

Academic Rules refer to specialized academic rules and regulations specific to an individual classroom setting and/or academic program, where students are held to a standard expected by the instructor(s) when a student is enrolled in their class and/or program, which is different from the campus community-at-large. These rules and regulations are developed and administered by program directors and/or faculty and governed by the Division of Academic Affairs. For specific program academic rules, please refer to the appropriate academic program handbook.

Students are responsible for reviewing and complying with these program-specific academic rules, as well as the broader academic policies outlined in the Course Catalog. To fully understand the expectations associated with their enrollment, students should refer to their academic program's handbook in addition to this Student Handbook and the Course Catalog. These documents provide critical information regarding program requirements, academic conduct, and institutional regulations.

Violations of the Academic Integrity policy apply to all BRTC students in all academic programs and are academic offenses of academic rules. As such, faculty are charged with appropriately administering academic sanctions for each violation. If a student wishes to appeal a sanction administered for an Academic Integrity violation, the faculty member should direct all Academic Integrity appeals to the Vice President of Academics. This includes Academic Rules violations occurring throughout all learning modalities including traditional, hybrid, and online.

Academic Integrity Policy and Procedures

Academic integrity is the adherence to an ethical code of conduct within academic culture that emphasizes honesty in all scholarly work and includes the avoidance of plagiarism and cheating. Academic integrity promotes the ethical use of research material, protects the intellectual property of the scholars who produce the material and avoids legal liability associated with copyright violation. Furthermore, students who adhere to academically honest practices maintain their personal integrity by holding themselves responsible for engaging with their assignments, which helps promote their own learning in their coursework.

Students are expected to do their own work on all examinations and assignments. They are also expected at all times to uphold high standards of integrity. Plagiarism, cheating, any other form of theft of intellectual property, allowing another individual to complete part or all coursework for a student, or assisting another student in doing any of these acts are all examples of academic dishonesty and are prohibited. These rules apply to concurrent, traditional, hybrid, and online students.

Honor Statement

Each student will sign the following honor statement when they sign the student agreement form for their class.

I affirm that all work I submit in this course will be my own work and I will uphold the principles of honesty and integrity. I recognize that ethical behavior builds character, fosters personal growth, and lays the foundation for true success. Cheating undermines these values and I

choose to face challenges with honesty and perseverance. I will abide by the Academic Integrity rules as outlined in the syllabus and will refrain from doing any of the following:

Cheating, Dishonesty, and Lack of Integrity

Includes, but is not limited to the following:

- Copying from another student's test paper.
- Using any unauthorized assistance in taking quizzes, tests, or examinations.
- 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."
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments. Unauthorized sources as defined by the teacher could include artificial intelligence.
- Falsely claiming to represent the College or a registered student organization of the College.
- The acquisition, without permission, of tests or other academic material belonging to a member of the Black River Technical College faculty or staff.

Plagiarism

Includes, but is not limited to the following:

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

Record of Academic Misconduct

A record of academic misconduct is a formal documentation of a violation of Black River Technical College's Academic Integrity Policy. This record is maintained in the Office of Academic Affairs in accordance with institutional guidelines and serves several purposes.

- A. Ensures accountability
- B. Supports a fair and consistent process
- C. Provides a reference in case of repeat offenses

The record typically includes details of the incident, the decision of the instructor, and any sanctions imposed. It will be kept on file for five years after the student has left Black River Technical College and can impact a student's academic standing, participation in campus events, or eligibility for programs.

- 1st Offence: Instructor will determine grade consequence, contact student, and fill out a form of Violation of Academic Integrity.
- 2nd Offence: Instructor will determine grade consequence, contact student, fill out a form of Violation of Academic Integrity, and Vice President of Academic Affairs will contact student.

- 3rd Offence: Vice President of Academic Affairs, or designated academic administrator will meet in-person with student to discuss potential consequences of continual misconduct.

Student Conduct

Definitions

Administrative Summons – A written (paper copy or electronic) or verbal notice to a student to report to a college administrative office at a designated date and time. Students involved with a College disciplinary matter are responsible for checking their college email account on a regular basis.

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, also referred to as the accuser.

Disciplinary Proceeding* – A hearing, appeal, or investigatory interview conducted by an institution’s administrator relating to an alleged serious violation of the code of student conduct. *Within the context of the BRTC Student Handbook, the term “disciplinary proceeding” encompasses the full process of addressing alleged violations, including informal and formal actions, while a “disciplinary hearing” or “appeals hearing” denotes a formal meeting between all involved parties and college officials.*

Fully Participate* – The opportunity for an institution, a student complainant, a student respondent, or a student organization to be provided an opportunity to be present and advised by an attorney or non-attorney advocate. As stated in Ark. Code Ann. § 6-60-1403, BRTC will not utilize formal rules of evidence but will make good faith efforts to include relevant evidence and exclude evidence that is neither relevant nor probative.

Level 1 Violation – Violation(s) of the BRTC Code of Conduct which, at the inception of the case as determined by a College administrator, will result in a sanction or combination of sanctions that does not include suspension or expulsion.

Level 2 Violation – A serious violation(s) of the BRTC Code of Conduct which, at the inception of the case as determined by a College administrator, may result in a sanction or combination of sanctions that include suspension or expulsion.

Non-Academic Misconduct – A violation of a non-academic rule under a student code of conduct.

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, also referred to as the accused.

Serious Violation* – A violation of a nonacademic rule under a student code of conduct that an institution’s official determines, at the inception of the case, could result in a sanction of suspension or expulsion. Serious violation does not include an act of academic dishonesty.

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.”

Student Organization** – an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

* As engrossed in Ark. Code Ann. § 6-60-1403.

**As engrossed in the Federal “Stop Campus Hazing Act” of 2024.

Jurisdiction

Students at Black River Technical College (BRTC) are subject to the BRTC Student Code of Conduct while on property owned or controlled by the College and while participating in official BRTC activities. In addition, certain serious offenses—including but not limited to sexual assault, domestic violence, or murder—may fall under BRTC’s jurisdiction even if they occur off campus, consistent with applicable federal or state law. These cases may be subject to concurrent investigation by BRTC, law enforcement, and/or Title IX officials.

Student conduct rules and institutional policies apply to conduct that occurs:

- On BRTC premises;
- At BRTC-sponsored or affiliated events or activities (on or off campus); and
- Off campus, when the behavior has an institutional impact or substantially affects the College community.

When determining whether the College will assert jurisdiction over off-campus conduct, the appropriate administrative authority will consider factors such as:

- Whether the student was acting as a representative of the College;
- The level of violence and injuries involved;
- Whether the conduct endangered or disrupted the BRTC community;

- Whether the conduct targeted another BRTC student, employee, or affiliate;
- Whether a student organization was involved;
- The seriousness of the offense (e.g., potential felony or misdemeanor charges);
- The involvement of weapons, drugs, or alcohol;
- The student's residential status (e.g., living on campus);
- The proximity of the conduct to the College;
- Whether the student was traveling to or from campus; and
- The student's prior conduct history and ongoing relationship with the College.

Title IX jurisdiction is specifically governed by federal law and regulations, which limit application to conduct occurring within the context of the College's educational programs or activities and within the United States. Alleged conduct falling outside the scope of Title IX may still be addressed under other applicable College policies and procedures.

All jurisdictional determinations are made on a case-by-case basis and are final.

Upon receiving a properly submitted complaint for violation of the BRTC Student Code of Conduct, the Director of Student Development, as part of the preliminary inquiry, will ensure that BRTC maintains jurisdiction in the setting the alleged violation(s) is said to have occurred. BRTC reserves the right, when student safety is not of concern, to await results of external investigations before initiating BRTC disciplinary procedures.

Confidentiality

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.

Authority

The Director of Student Development, in coordination with the Vice President of Student Affairs, is the senior official responsible for the overall administration of the student disciplinary process at Black River Technical College. All conferences, disciplinary proceedings, 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.

The disciplinary process at BRTC is carried out in accordance with Ark. Code Ann. § 6-60-1401.

BRTC Student Code of Conduct

Black River Technical College has established the following expectations to support the general welfare of the College community. These expectations are intended to foster a learning environment grounded in mutual respect, personal responsibility, and the free exchange of ideas, where students can learn in a productive and harmonious community. These expectations apply to individuals and recognized College organizations.

Students are expected to engage with others in a respectful and professional manner and to contribute positively to the educational environment. While the College values open expression and diverse perspectives, such expression must not interfere with the rights of others or the orderly operation of the College.

Failure to meet these expectations may result in action aimed at preserving the well-being of the College community. The College approaches each incident as a possible learning experience, with the goal of restoring individuals to the learning community while balancing campus safety, a healthy learning environment, and each individual's personal responsibility.

Non-Academic Misconduct Rules

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

- Physical or verbal abuse, coercion, intimidation, threats, or assault, of any person on College property or at College-sponsored and/or supervised functions.
- 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.
- Action(s) serving the purpose of endangering one's own health or safety.
- Interference with the freedom of another person to move about in a lawful manner.
- Engaging in any form of fighting.

Harassment

Any form of conduct (written, verbal, physical, graphic, or electronic) that is:

- (1) Unwanted, and
- (2) Directed towards an individual or group of people, and
- (3) That creates an intimidating, hostile, or offensive environment, and
- (4) That is so severe, pervasive, and objectively offensive that a reasonable person with the same characteristics of the alleged 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.

Sexual Misconduct

Sexual misconduct includes but is not limited to:

- Sexual discrimination, sexual harassment, sexual assault, domestic violence, and stalking;
- Any sexual act that occurs without the consent of the alleged victim, or that occurs when the victim is unable to give consent;
- 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;
- 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.

As defined in the Federal "Stop Campus Hazing Act" of 2024, hazing also includes:

- Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other person) against another person or persons regardless of the willingness of such other person or persons to participate, that:
 - Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
 - Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team, of physical or psychological injury including:
 - Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - Causing, coercing, or otherwise inducing another person to perform sexual acts;
 - Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - Any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and

- Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Dishonesty

- Providing false documentation or information to a college official, staff, faculty member, or campus police officer acting in the performance of their duties.

Disruptive Conduct

- 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.
- Each faculty member is his/her own disciplinarian in class and is authorized to correct inappropriate conduct in his/her classroom. A faculty member has the right to temporarily remove 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.
- Intentionally and substantially interfering with the freedom of expression of others.
- Obstruction or interfering with the freedom of pedestrian or vehicular movement on campus.
- Unauthorized personal or commercial solicitation on campus.
- Disruption of the disciplinary process.
- Failure to comply with reasonable directions or requests of College officials, faculty, staff, or campus police acting within the scope of their duties.
- Behavior that disrupts the educational environment, including: refusal to follow classroom directives or actions that interfere with the instructor's ability to reach or students' ability to learn.

Fire and Safety Violations

- Removal, damage, or unauthorized tampering or activation of fire, safety, or any emergency warning equipment.
- Intentionally and falsely reporting bombs, fires, or other emergencies to a College official.
- Interference with emergency procedures.

Property Violations

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

Computer Violations

Any conduct that is contrary to or violates the standards set forth in the Computer and Network Acceptable Use Policy, listed above.

Tobacco and Smoke Free Campus

Black River Technical College is a tobacco-free institution in compliance with the Arkansas Clean Air on Campus Act (Act 734 of 2009) and the Arkansas Clean Indoor Air Act of 2006. In accordance with these state laws, the use of any tobacco product, including cigarettes, e-cigarettes, vaping devices, cigars, pipes, and smokeless tobacco, is strictly prohibited on all property owned, leased, or operated by BRTC. This includes all buildings, grounds, sidewalks, and parking areas at both the Pocahontas and Paragould campuses, as well as any off-site instructional locations.

Weapons Policy

Firearms

Generally, unless specifically exempted by state law, students, employees, or guests are prohibited from possession of any type of firearm on the campus. Individuals who meet certain criteria and undergo training to obtain an “Enhanced Carry” permit may carry a concealed handgun on campus. (A.C.A. 5-73-322) Lawful firearm owners may store firearms in locked, privately owned vehicles in college parking lots. (A.C.A. 5-73-306)

This provision may not apply to instances where faculty, staff, students, or guests are actively participating in supervised educational activities associated with the BRTC Gunsmithing program or an active, registered member of the BRTC Trap & Skeet Club (applying to appropriate shotguns, only).

Other Weapons

Except as otherwise permitted by law or official college authorization, individuals are prohibited from possessing, carrying, or storing any weapon on the premises on property owned or controlled by BRTC, including all buildings, grounds, parking areas, vehicles, and sponsored events, regardless of location.

For purposes of this policy, weapons include but are not limited to:

- Bladed instruments: knives with blades longer than 3.5” (excluding culinary knives for academic or employment purposes);
- Clubs: batons, billy clubs, blackjacks;
- Chemical agents: pepper spray, mace, tear gas, or similar substances beyond personal self-defense quantities;
- Stun guns or tasers: except for lawful person protection under Arkansas law;
- Explosive devices: fireworks, firecrackers, grenades, bombs, or similar devices;
- Projectile weapons: slingshots, blowguns, crossbows, or similar devices;
- Other dangerous instruments: any object that, by the manner of its use or intended use, is capable of causing death or serious injury.

Possession of non-firearm weapons, including but not limited to those listed above, is prohibited unless: the weapons is used for approved education or employment purpose; carried for lawful self-defense; or authorized in writing by the College President or designee. Tools used for their intended purpose by staff or contractors are permitted.

Exceptions: Certified law enforcement officers performing official duties; college approved activities; licensed concealed handgun carriers with enhanced certification; and maintenance and culinary staff using work-related tools under supervision.

Use and/or Possession of Illegal Drugs and Alcohol

As a recipient of federal funding, BRTC is required to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act. These federal laws prohibit the use, possession, manufacture, or distribution of marijuana—including for medical purposes—on any BRTC property or at any college-sponsored event or activity.

As a condition of enrollment, all students are subject to BRTC's drug-free campus policy and are required to:

- Abide by all policies regarding the use and possession of controlled substances;
- Remain free of illegal drugs while enrolled;
- Report any known violations of substance abuse laws or illegal distribution occurring on or off campus in connection with College business.

Failure to comply with this policy, including failure to report knowledge of such activities, will result in disciplinary action up to and including expulsion, and may have additional legal consequences.

No employee, student, or guest may bring onto campus, possess, use, or be under the influence of any intoxicant or harmful/illegal drug—including marijuana (medical or otherwise), alcohol, or opioid narcotics—unless expressly permitted by law and college policy. Violations will lead to disciplinary measures in accordance with BRTC's Student Code of Conduct and Employee Handbook.

Students prescribed medical marijuana are encouraged to contact the Office of Disability Services to discuss alternative accommodations that align with college policy and federal regulations.

Other Violations

Any 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. This section includes aiding or abetting any violation of federal law, state law, or local ordinance.

Disciplinary Standards

Complaint Procedures

Any member of the College community may file a complaint against a student for violation(s) of the BRTC 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:

The preferred method for filing a complaint against a student for violations of the BRTC Student Code of Conduct is to file the complaint via the "Report an Incident" link found at the bottom of the BRTC home webpage.

Additionally, formal complaints may be filed by directly contacting the Director of Student Development utilizing the following directions:

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:

Black River Technical College

Attention: Director of Student Development

P.O. Box 468

Pocahontas, AR, 72455

Director of Student Development email address: dane.dillion@blackrivertech.edu

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

Express Presumption of Innocence & Standard of Proof

Subject to all other provisions of the BRTC Student Code of Conduct or BRTC institutional policies, any student charged with an infraction under the BRTC Student Code of Conduct shall not be deemed responsible for a violation of the BRTC Code of Conduct until the student or student organization formally acknowledges responsibility, or at the conclusion of a disciplinary proceeding during which an institution has established a violation by the student or student organization, utilizing the 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.

Disciplinary Correspondence

Disciplinary correspondence regarding alleged violations of the Code of Conduct will be dependent on the potential sanction level. If the resulting sanction(s) does not rise to the level of suspension or expulsion, a Level 1 Violation, the Director of Student Development or their designee will schedule an informal student conduct proceeding with the respondent. When a violation(s) could potentially include suspension or expulsion, a Level 2 Violation, initial disciplinary correspondence will generally be delivered to the student via physical delivery of a paper copy. The college reserves the right to use other reasonable means to notify students, including the student's BRTC Email account or the most current address listed with the Registrar's Office. Students involved with a College disciplinary matter are responsible for checking their college email account on a regular basis.

Administrative File - Records

BRTC will maintain an administrative file, or an official record, of all disciplinary proceedings for a period of no less than seven (7) years. This will include, without limitation, all documents and evidence in possession or control of BRTC that is relevant to an alleged violation of the BRTC Code of Conduct and BRTC's investigation into the alleged violation of the Code of Conduct, including:

Exculpatory evidence (evidence considered favorable to the respondent/accused); statements by a complainant (accuser) or respondent (accused student or a student organization); third-party witness statements; electronically stored information; written communications; social media posts; demonstrative evidence (visual, graphic, or sound aid used to explain or illustrate); documents submitted by any participant involved in disciplinary proceedings; and a video

recording, audio recording, or transcript of any disciplinary proceeding ultimately held on the matter, the method of recording is chosen by BRTC.

The administrative file will not include privileged documents, internal communications, or communications from nonparties that BRTC does not intend to introduce as evidence at a disciplinary proceeding. Individual portions of the administrative file shall be redacted if confidentiality of the evidence is required by law. Any information contained in the administrative file will remain the property of BRTC.

Preliminary Inquiry

When the Director of Student Development or designee receives information suggesting that a student may have violated college policy or local, state, or federal law, the Director or designee may conduct a preliminary fact-finding review to determine whether sufficient information exists to substantiate the complaint.

This review may include informal, non-accusatory questioning of witnesses, including the involved student, for the purpose of clarifying facts and assessing credibility of information. Such questioning shall not constitute a formal disciplinary proceeding under Ark. Code Ann. § 6-60-1403 and does not imply that the student has been charged with a violation.

Following the preliminary inquiry, within seven (7) business days, or as soon as practicable thereafter, the Director or designee may dismiss the matter or proceed with the disciplinary process appropriate to the level of the alleged violation.

Level 1 Violation Disciplinary Procedure

The Director of Student Development or designee will schedule an informal student conduct proceeding with the Respondent to review the alleged violation(s) of the BRTC Student Code of Conduct. During the informal student conduct proceeding, an Informal Administrative Resolution will be initiated. An Informal Administrative Resolution will resolve all instances when a Level 1 Violation(s) has occurred.

Summoning a Student for an Informal Student Conduct Proceeding

The Director of Student Development or designee may, by use of an Administrative Summons, formally summon a student to appear for an informal student conduct proceeding in connection with an alleged violation(s). Simultaneously, the administrative file concerning the violation(s) will be electronically shared, via the student email account, with the respondent.

The informal student conduct proceeding will take place no earlier than 24 hours after notifying the student of the time, date, and location of the meeting.

Informal Student Conduct Proceeding

During the informal student conduct proceeding, the Director of Student Development or designee shall explain the rights, responsibilities, and conduct procedures to the student(s).

Specifically, the respondent's rights are as follows:

- To have an informal student conduct proceeding with the Director of Student Development or designee.
- To have written notice of the violation(s) and an outline of rights prior to administering an Informal Administrative Resolution. In the event that additional violations are brought, a further written notice must be forwarded to the student.
- To review all available information, documents, exhibits, and a list of witnesses.
- To review the chosen sanction for the alleged violation(s).
- To elect not to appear at the informal student conduct proceeding. The chosen sanction will be administered and placed in the student's administrative file.
- To be assisted by any advisor (limit of one) who 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 informal student conduct proceeding.

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 decide based on the facts, and evidence provided. Upon conclusion of the informal student conduct proceeding, the Director of Student Development or designee will have up to 24 hours to explain their decision and assign the sanction(s) in writing, generally via email. An Informal Administrative Resolution may be made available to the student at the conclusion of the informal student conduct proceeding.

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

Level 1 Violation Appeals

Request for a Level 1 Violation Appeal

If the student (Respondent) wishes to contest (appeal) the decision of the Director of Student Development or their designee to an Appeals Hearing Committee, the student shall, within three (3) business days of the date the Informal Administrative Resolution was issued, 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: dane.dillion@blackrivertech.edu.

Level 1 Violation Appeals Provisions

Upon the receipt of a properly submitted request for appeal, the Director of Student Development will select three (3) members of the campus community (faculty and/or staff), approved by the Vice President of Student Affairs, to serve on the Appeals Hearing Committee.

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

- An alleged violation of the rights guaranteed the respondent has occurred.
- The sanction(s) imposed are outside the College's sanction range for such violations and/or not justified by the nature of the offense.
- New and significant evidence that was not available at the time of the proceeding has developed which has a bearing on the outcome.
- 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:

- Be submitted within the designated time frame from the date of the decision.
- All appeals must be in writing and signed by the student or student representative of a student organization.
- Select one or more of the four (4) appeal grounds.
- 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.

Level 1 Violation Appeals Hearing Process

The Appeals Hearing Committee will review the request for appeal and accompanying documentation, and decide by majority vote whether an appeals hearing will be granted.

If an appeals hearing is not granted, the charged student will be notified via administrative summons, phone call, or email within ten (10) business days (if possible) of the submission of the appeals request that their request for appeal was denied.

If an appeals hearing is granted, 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) business days (if possible) of the submission of the appeals request.

The following rules will apply to Level 1 Violation Appeal Hearings:

- The 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 respondent and complainant are responsible for presenting their own case and shall not be represented by legal counsel. Witnesses shall also not be represented by legal counsel. The respondent and complainant may be accompanied by a member of the faculty, staff, and/or a member of the student body of the college as an advisor.
- Those who accompany the student will not be allowed to testify nor ask any questions of anyone present at the hearing nor permitted to speak or to participate directly in 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.

The Appeals Hearing Committee's decision is final and may not be appealed further.

Level 2 Violation Disciplinary Procedure

The disciplinary procedures for a serious violation of the BRTC Code of Conduct, institutionally defined in the Student Handbook as a Level 2 Violation (see definition above), shall be carried out in accordance with the provisions outlined in Ark. Code Ann. § 6-60-1401. When a violation of the BRTC Code of Conduct occurs, and through investigation or at the inception of the case, it is determined that a sanction could include suspension or expulsion, an accused student (respondent) is guaranteed the following rights:

- The right to receive a copy of Ark. Code Ann. § 6-60-1404.
- The right to be represented by an attorney, or non-attorney advocate if the student or student organization prefers, and to be advised of the right to seek attorney representation before any questioning takes place. An attorney or non-attorney advocate representing the student or student organization may fully participate during a disciplinary proceeding. This right applies until the conclusion of the appeals process. It shall be the student or student organization's responsibility to make arrangements for the use of attorney or non-attorney advocate. BRTC shall not be responsible for providing, training, or paying for the services of an attorney or non-attorney advocate.
- The right to be presumed innocent until the student or student organization acknowledges responsibility for a violation(s) of the BRTC Code of Conduct, or the conclusion of a disciplinary proceeding during which BRTC has established every element of the alleged violation(s) of the student or student organization.
- The right to have the opportunity for a live hearing.
 - The Student Conduct Hearing Panel 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 right to be present at a disciplinary proceeding.
 - The student or student organization may waive this right by providing, in writing, their intention to waive this right. It must be signed by the student or student organization and the adjudicator(s) of the disciplinary proceeding. The signed waiver will be provided to the student or student organization and placed in the administrative file.
 - If a student or student organization properly waives their right to be present at a disciplinary hearing, the student or student organization shall not have a right to appeal BRTC's initial decision.

- The right to make an opening and closing statement.
- The right to present relevant evidence.
- The right to cross-examine adverse witnesses through an attorney or non-attorney advocate, which the student is responsible for selecting and compensating.
- The right to be advised of the rights contained herein before a disciplinary proceeding is scheduled and at least twenty-four (24) hours before a student or student organization may be questioned by BRTC or an agent of BRTC regarding any allegation of a serious violation.
 - This right does not apply to Campus Police investigating a possible criminal violation.
- The right of an opportunity to appeal BRTC's decision reached during a disciplinary proceeding.
- The right to reasonable continuing access to the administrative file that pertains to the student or student organization(s) alleged violation(s) and the ability to review all evidence or documents in the administrative file beginning at least seven (7) business days before a disciplinary proceeding, or sooner if otherwise specified by federal law.
- The right for a disciplinary proceeding to be carried out free from conflicts of interest by ensuring there is no commingling of administrative or adjudicative roles. This means that of none of the following parties may have more than one role in the disciplinary process:
 - Attorney or non-attorney advocate for a complaining or accused student or student organization
 - Investigator
 - Adjudicator
 - Appellate adjudicator
- It is not a conflict of interest for the investigating BRTC official to also present evidence to an adjudicator.

When the complainant is a student or student organization, these additional rights apply:

- The right of a student or student organization that makes a complaint against another student or student organization for purposes of a disciplinary hearing to be represented at the student or student organization's own expense by an attorney, or if the complaining student or student organization prefers, a non-attorney advocate, who may fully participate during a disciplinary proceeding. This right applies until the conclusion of the appeals process.
- The right to reasonable continuing access to the administrative file that pertains to the student or student organization(s) alleged violation(s) and the ability to review all evidence or documents in the administrative file beginning at least seven (7) business days before a disciplinary proceeding, or sooner if otherwise specified by federal law.
 - Individual portions of the administrative file shall be redacted if confidentiality of the evidence is required by law.
- The right of an opportunity to appeal BRTC's decision reached during a disciplinary proceeding.
 - BRTC will simultaneously notify both the student or student organization that makes a complaint against another student or student organization and the student or student organization that is the subject of a complaint of the procedures to appeal the result of a disciplinary hearing.

Level 2 Violation Appeals

Request for a Level 2 Violation Appeal

If the student (Respondent) wishes to contest (appeal) the decision of the Student Conduct Hearing Panel to an Appeals Hearing Committee, the student shall, within seven (7) business days of the receipt of official notice of suspension or expulsion as a result of a disciplinary proceeding, 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:

dane.dillion@blackrivertech.edu.

Level 2 Violation Appeals Provisions

Upon the receipt of a properly submitted request for appeal, the Director of Student Development will select three (3) members of the campus community (faculty and/or staff), approved by the Vice President of Student Affairs, to serve on the Appeals Hearing Committee. The individuals serving on the Appeals Hearing Committee must be different from those who served on the hearing committee which found the student or student organization to be in violation of the BRTC Code of Conduct.

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

- An alleged violation of the rights guaranteed to the respondent has occurred.
- The sanction(s) imposed are outside the College's sanction range for such violations and/or not justified by the nature of the offense.
- New and significant evidence that was not available at the time of the hearing has developed which has a bearing on the outcome.
- 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:

- Be submitted within the designated time frame from the date of the decision.
- All appeals must be in writing and signed by the student or student representative of a student organization.
- Select one or more of the four (4) appeal grounds.

- 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.

Level 2 Violation Appeals Hearing Process

The Appeals Hearing Committee will review the request for appeal and accompanying documentation, and decide by majority vote whether an appeals hearing will be granted.

If an appeals hearing is not granted, the charged student will be notified via administrative summons, phone call, or email within ten (10) business days (if possible) of the submission of the appeals request that their request for appeal was denied

If an appeals hearing is granted, 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) business days (if possible) of the submission of the appeals request.

In addition to the rights guaranteed under the section titled "Level 2 Violation Disciplinary Procedure", certain rights pertaining to appeals are also enumerated in Ark. Code Ann. § 6-60-1404, including:

- The opportunity to appeal an institution's initial decision to an appellate entity that is an institutional employee or body that did not make the initial decision finding the student or student organization to be in violation of the institution's nonacademic or code of conduct rules.

The Appeals Hearing Committee's decision is final and may not be appealed further.

Emergency Suspension

Authority

Ark. Code Ann. § 6-60-1405 authorizes BRTC to remove an accused student from institutional programs and activities on an emergency basis. At BRTC, this is referred to as an emergency suspension. When a student's actions pose an immediate threat or danger to any member of the College community or the educational processes, the Director of Student Development and / or Vice President of Student Affairs or BRTC President may immediately suspend the student:

- After conducting an individualized safety and risk analysis; and
- Determining that the immediate threat or the safety of a student or another individual arising from the allegations justifies removal of the accused student.

Safety and Risk Analysis

The following criteria may be used, in whole or in part, to determine the appropriateness of an emergency suspension:

- Review of incident reports, witness statements, and any available video or digital evidence.
- Consultation with Campus Police, involved faculty/staff, college administrators, and/or other professionals, with regard to FERPA.
- Previous disciplinary or behavioral history, including: warnings, counseling referrals, incidents of violence, or disruption.

- Nature, severity, and imminence of the threat or behavior (e.g., credible threats of harm, violent outbursts, stalking, possession of a weapon, etc.).
- Intent and capability to carry out threats or cause harm.
- Impact on the campus community, including potential disruption of classes, events, or public confidence in campus safety.
- The student's response to College intervention (cooperative vs. resistant or escalating behavior).
- Mental health or substance abuse concerns that may affect judgement, behavior, or stability.

Provisions for Emergency Suspension

Emergency suspensions shall be carried out in accordance with the provisions outlined in Ark. Code Ann. § 6-60-1401 pertaining to emergency suspensions. When an emergency suspension is implemented, the accused student will be notified by a college administrative official, using any means necessary. Following the notice of emergency suspension, the student will have an opportunity to immediately challenge the emergency suspension with the Vice President of Student Affairs, or their designee.

If the student immediately challenges the emergency suspension and the decision is upheld, or if the student does not immediately challenge the emergency suspension, the following rules will apply:

- A written notice will be provided to the accused student that explains the reason(s) for emergency suspension within 24 hours of the implementation of an emergency suspension.
- Within three (3) business days of the receipt of written notice, BRTC will conduct an interim hearing to determine whether there is substantial evidence that the suspended accused student poses a risk to the health or safety of any student or other individual and that the emergency suspension of the accused student is appropriate to mitigate that risk. This interim hearing can be waived by the suspended accused student.
 - The Emergency Suspension Interim Hearing Committee will consist of no less than three (3) members of the campus community (faculty and/or staff), approved by the Vice President of Student Affairs.
 - At the interim hearing, the suspended accused student and the accusing student may be represented by an attorney or a non-attorney advocate who may fully participate to the same extent as in a final hearing to determine responsibility.
 - A suspended accused student's waiver of his or her right to be represented by an attorney or non-attorney advocate shall not constitute an admission of guilt or waiver of additional rights granted under Ark. Code. Ann. § 6-60-1405.

One of the following determinations will be made upon conclusion of the interim hearing:

- The emergency suspension should remain in effect throughout the administration of the appropriate disciplinary process.
- The emergency suspension should be modified with conditions for return. The conditions for return should be developed by the Emergency Suspension Interim Hearing Committee and administered by the Vice President of Student Affairs or their designee.
- The emergency suspension should be rescinded.

Disciplinary Sanctions

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.

The Office of Student Development approaches student conduct with a developmental and educative mindset. The focus is not on administering "punishment" or "punitive sanctions," but on encouraging students to take personal responsibility for their actions. Equally important is helping them understand how their behavior affects others, as well as how their choices may influence their own personal and professional future.

Disciplinary sanctions will be informed by both the experience and professional judgment of the Director of Student Development, as well as a range of appropriate disciplinary techniques. Sanctions issued in response to violations of the BRTC Student Code of Conduct will be aligned with the seriousness of the offense, the impact of the misconduct on the College environment, the student's prior conduct history, their willingness to accept personal responsibility, and any applicable statutory requirements. As a result of these considerations, sanctions for similar offenses may vary, unless specific penalties are mandated by law.

Possible disciplinary sanctions include, but are not limited to the following:

- Formal Warning – Documented notice that the Code of Conduct has been violated and that any future misconduct may result in more severe sanctions.
- Disciplinary Probation – Indicates that the student's standing with the College is in jeopardy and that any further negligent or willful violations may result in suspension or expulsion.
- Restitution – An obligation to compensate for loss or damage through payment, service, or replacement of materials, as determined by the College.
- Class and/or Workshop Attendance – The student may be required to complete a specified class(es) or workshop(s) – in-person or online – that supports personal growth and helps them better understand the impact of their behavior. Examples include anger-management, civility, conflict resolution, communication skills, or stress management; or workshops related to substance abuse awareness, classroom professionalism, or workplace readiness.
- Restriction from entering specific college areas or participating in privileged college activities.
- Restriction of contact with a certain person(s).
- Counseling or Psychological Services Referral – A sanction in which the student is referred to a licensed mental health professional for counseling, psychological evaluation, or recommended treatment program. Because BRTC personnel are not licensed to provide clinical services, all evaluations or treatment must be completed through qualified external providers, and documentation of participation may be required.
- Removal from specific courses or activities.

- Interim Action – Any temporary action imposed by a college administrative official on the grounds of campus and individual safety.
- Interim or Emergency Suspension – Immediate but temporary suspension of a student or individual by a college administrative official on the grounds of campus and individual safety.
- Suspension – Separation from the College for a specified period of time or until certain conditions are met.
- Expulsion – Permanent separation from the College.
- 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.

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 of Conduct including harassment, assault, threats, and other behavior, may violate various local, state, and federal laws.

Contacting BRTC

If you are looking to contact someone specifically at BRTC, please consult the Faculty and Staff Directory on the BRTC website by visiting the following web address: <https://blackrivertech.edu/about/directory/>. Hovering over the directory photo of the person you wish to contact with your pointer will identify their office phone number. Clicking on the name of the person you wish to contact will identify both their office phone number and their employee email address.

Additionally, you can call the Pocahontas or Paragould Campuses of BRTC and be transferred to your desired contact using either of these main lines:

Pocahontas Campus Main Line

(870) 248-4000

Paragould Campus Main Line

(870) 239-0969