

take disciplinary action.

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

---

## Equal Opportunity/Affirmative Action

---

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

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

---

## Federal Educational Rights and Privacy Act (FERPA)

---

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

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

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

FERPA rights regarding students' educational records include the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

---

## Filing a Complaint on Staff Member or Instructor

---

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

The preferred method of submitting a formal complaint on any member of the BRTC community is to file the complaint through the electronic complaint form located at the bottom of the main BRTC webpage under the heading “Report an Incident.”

Alternatively students may call the following offices to report a complaint on a BRTC employee.

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

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

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

---

## Firearms

---

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