

wish to transfer as early in their college career as possible to facilitate a smooth transition upon departure from BRTC.

High School Articulated Credit

BRTC has developed articulation agreements for students from northeast Arkansas high schools in various areas of occupational education. High school students, who are enrolled in articulated course(s), can earn college credit and begin working toward the completion of a technical certificate or AAS degree from BRTC. High school students should visit with their high school counselor regarding availability of these offerings and to complete the application. Upon entering BRTC, recent high school graduates should contact Student Affairs regarding receipt of articulated credit.

Courses

Adding Courses

Students may add courses by Wednesday of the first week of a regular semester or the first day of a summer session or the first day of short duration (4-, 8-, and 10-week) classes. Adding courses after these days requires the approval of the faculty member and the Vice President of Academics.

Administrative Withdrawal

Administrative withdrawals are only granted after the student-initiated drop date has passed.

The Administrative withdrawal can only be administered by either the Vice President of Student Affairs or the Registrar. All administrative withdrawals must have justifiable extenuating circumstances and must have supporting documentation to prove need for drop. Examples of supporting documentation include, letter from doctor, obituaries, or documentation from the court system. Allied Health and LETA programs are exempt from this process; students may be dropped for policy violations with an Administrative Withdrawal according to the policies put in place for these specific programs. Students who request Administrative drops that are not approved will be notified.

Auditing Courses

Students may register for courses on a non-credit basis. Students must declare audit status when registering for class. Students auditing any course, from any discipline, cannot register until two weeks before classes begin for that particular semester. The fee for auditing a course is the regular tuition rate.

Cancellation of Courses/or Programs of Study

Black River Technical College reserves the right to cancel courses and/or programs of study which do not meet its established criteria relating to:

- Availability of competent instructors
- Adequate facilities
- Sufficient enrollment

Course/College Withdrawal

Withdrawal from individual course(s) or college must be made through the Office of the Registrar governed by the following policy:

- Students must drop courses in the myBRTC portal or complete a drop form online or in the Student Affairs office.
- Withdrawal from college or course(s) before the official reporting day will not be recorded on the student's permanent record
- Withdrawal from college or course(s) after the official reporting day will have a "W" recorded on the student's permanent record
- Individuals who do not withdraw on or before the date specified in the college catalog calendar will receive the grade(s) "F"

Course Credit

The semester hour is the unit of credit which equals the amount of credit given for 1 clock hour in class per week for 16 weeks (or the equivalent). Most classes meet 2 times per week and carry a 3-semester-hour credit. For each 3-credit lecture class, a total of 48 clock hours is required. Some lab courses carry additional credit and hours may vary. Fulltime status is equal to 12 credit hours in spring or fall semesters and 6 hours in summer sessions.

The normal course load for a student is 15 semester hours during a regular term, or 6 hours during a summer term. Generally, the maximum credit hour in a regular term is 18 hours, although some technical programs may specify more. Students outside these technical areas who wish to take more than 18 credit hours in the fall or spring semesters or more than 6 credit hours in the summer session must request permission from the Vice President of Student Affairs or the Vice President of Academics.

Credit for Previous Training (PLA)

Black River Technical College recognizes students may have gained college-level knowledge through learning outside the college. BRTC recognizes nationally standardized exams such as College-Level Examination Program (CLEP), College Board Advanced Placement Program (AP), as well as military credit through the American Council on Education (ACE), high school Articulated Credit, State and National Licensures, Nationally recognized professional certifications, and BRTC Prior Learning Credit.

Prior Credit Policy

It is the policy of this institution that an evaluation of previous education and training will be conducted, appropriate credit granted, if applicable, the institution's duration in the course will be

shortened proportionately, and that the Veteran's Administration and the student will be so notified. VA credit will be given prior training for Veterans and eligible programs.

Authority 38 CFR 21.4253.

Note: Any credit awarded through this policy may not be transferable to another institution of higher learning. Students will need to check with receiving institution for final approval. A student may not complete more than 75% of their required credit hours for any certificate program, or more than 50% of their required credit hours for any diploma through prior learning credit.

Eligibility for ACE, AP, CLEP, and CLEST Course Credit

- Students may be awarded course credit for BRTC eligible courses with required AP or CLEP scores.
- Students may be eligible to receive college credit based on their military training by providing their ACE transcript for evaluation.
- Students must contact the Registrar's Office no later than the end of their first semester to request AP or articulated credit to the student's transcript.
- Students holding state licensures or professional certifications should contact the Registrar's Office during their college application process to request a review of these documents.
- Students will be assessed the appropriate fee(s) based on the assessment they are requesting for ACE, AP, CLEP, or CLEST credit.
- Students may be limited in the number of attempts allowed for certain challenge assessments, students should contact the Registrar's Office
- Students must follow all graduation requirements stipulated by the current BRTC catalog at the time a request is made.

Eligibility for Articulated Credit

- Students may be eligible to apply for college credit for specific high school courses which are included in the articulation agreement between BRTC and the respective high school.
- There are no fees required for articulated credit.

Eligibility for Custom Course Challenge Examination, Prior Learning Assessment Portfolio, or Industry Certification and Licensures Credit

- Student should contact the appropriate dean or instructor to determine course eligibility for their degree program.

Custom Course Challenge Examination, Prior Learning Assessment Portfolio, or Industry Certification and Licensures.

General Information

- Students must submit request for and successful completion of credit by examination or portfolio along with all proper fees prior to credit being assigned to a student's transcript.

- Students seeking credit for Professional Industry Certification and Licensures must hold valid/non-expired certification or licensures prior to BRTC credit being applied to the student's transcript.
- Financial Aid does NOT cover the cost of Custom Course Challenge Examination, Prior Learning Assessment Portfolio/Final Exam, or Industry Certification and Licensure credit requests.
- ***Non-refundable fees*** for each Custom Course Challenge Examination, Prior Learning Assessment Portfolio/Final Exam, or Industry Certification and Licensure requests **are** payable through the BRTC's Finance Office and payment is required prior to credit being applied to a student's transcript.

Additional Information for Custom Course Challenge Examinations

- Student must achieve a passing score on the custom course challenge exam in order to earn credit for the course toward the student's program of study
- Custom Course Challenge Examinations are NOT offered if a comparable CLEP examination is available
- Custom Course Challenge Examinations for any BRTC course may be attempted only once.

National & State Licensures

Must be valid with no restrictions.

Including, but not limited to the following:

- Licensed Registered Nurse
- Licensed Practical Nurse
- National Board for Respiratory Care (NBRC) Registered or Certified Respiratory Therapist
- National Phlebotomy Certification
- National Registry of Emergency Medical Technician – EMT & Paramedic
- National Restaurant Association (ServSafe)
- State of Arkansas Nursing Assistant Certification

Professional Certifications

Must be valid and current at the time of application.

Including, but not limited to the following:

- American Welding Society Certification
- Automotive Service Excellence (ASE) certification
- Arkansas Commission on Law Enforcement Standards and Training
- Arkansas Fire Training Academy
- CompTIA
- International Fire Service Accreditation Congress