



# ACADEMIC POLICIES

## Registration Procedures

Academic advisors are considered an important part of the students' educational environment, so registration for classes begins with them. All new, degree-seeking students are required to register with a counselor, located in the Counseling Center on the main campus of EACC. Students who wish to take an off-campus course may register through the off-campus site director.

Students are encouraged to submit applications before the registration date. Delays may result if the student's application has not been processed prior to registration.

Continuing EACC students should make an appointment with their advisor before the registration dates. Course listings are distributed in advance of the pre-registration period. **It is the student's responsibility to become familiar with graduation requirements and to register for classes necessary for their desired degree.**

## Academic Load

### Fall, Spring Terms

The normal load for a full-time student during a regular term is 15 semester hours. However, 12 semester hours are considered full-time for financial aid and fee assessment purposes. Students are generally limited to taking 18 hours of classes during a regular term.

A student who wishes to take an additional course must request permission from the Vice President for Academic Affairs, **but in no case may the total exceed 21 hours.** Students who request an overload for a fall or spring semester should be aware that some four-year institutions do not recognize more than 18 hours.

### Summer Terms

During each summer term, six hours is considered a normal load. Seven semester hours is the maximum allowed during each summer term without special permission. **In no case may the total academic load per Summer Term exceed 9 hours.** Students who request an overload for summer semesters should be aware that some four-year institutions do not recognize more than 7 hours unless certain conditions are met.

## Class Schedule Changes

Class schedule changes may be made at any time (with the assistance of the student's advisor) during preregistration or regular registration without a fee.

## Adding a Course

Classes may be added only within the first week of school of a regular semester and the first two days of a summer term. Any changes requested after those deadlines

have passed must be approved by the Vice President for Academic Affairs.

## Dropping a Course

In order to drop a class, a student must obtain a drop form from the Hodges Student Services Complex and take the form to the class instructor. The instructor will assign a grade and initial the form. The grade assigned will be a "W" through the 11th week of classes (or equivalent). After the 11th week of classes, the grade assigned by the instructor will be a "W" (withdrawn while passing) or a "WF" (withdrawn while failing), depending on the class standing of the student.

The student must return the form to the Hodges Student Service Complex and pay any appropriate fees at the Cashier's window in the Student Center to complete the drop process.

## Withdrawing from the College

A student who withdraws from the College must return the completed withdrawal forms to the Hodges Student Services Complex. Students are not considered officially withdrawn until these forms have been completed and returned, and financial obligations to the College have been satisfied.

A student who ceases to attend classes without officially withdrawing will be subject to the same actions as a student who fails to meet the requirements of the Class Attendance policy outlined in the next section.

## Class Attendance

Regular class attendance and punctuality are important parts of the educational process and are required at EACC. All arrangements for a class absence are to be made with the instructor. It is the student's responsibility to initiate these arrangements, and it will be the instructor's decision to accept or reject make-up work.

Because each class session is important, excessive absences may result in a grade of "F" and subsequent loss of course credit. During the fall and spring semesters, a student is judged to be excessively absent when the number of absences exceeds twice the number of times a class meets in a week. **During the summer or special terms, a student is considered to be excessively absent when more than twice the number of credit hours has been missed. For example, when a student taking a three-hour course is absent from class for more than six hours, that student would be excessively absent.**

## Auditing a Course

A student may audit a class on a space-available basis with a grade of "AU" which will be reflected on the student's permanent record.

A student who is enrolled in a minimum of 15 semester hours for credit during a semester may audit a maximum of three hours without charge. All other students auditing a course will pay the regular tuition and fees. Audited

courses will be counted as part of the state maximum load for a semester or term.

Students who want to change from credit to audit must complete an audit form and submit it to the Registrar. This process must be completed by the 11th day of classes during the fall or spring semesters or the fifth day of classes during summer terms. After this time, changes from credit to audit or audit to credit will not be allowed.

## Advanced Placement Exams

### State Credit Policy for Advanced Placement Exams

Arkansas public colleges and universities agree to award credit for performance on the Advanced Placement exams using the following guidelines:

□ All institutions will award some level of credit, as determined by the institution, for scores of 4 and scores of 5.

□ The use of scores of 3 and lower for credit, placement, or exemption will be left to the discretion of the institution.

1. If a student has received credit from a college or university for a score of 4 or 5 and transfers to another Arkansas public college or university, the receiving institution will accept the credit for that course or courses transferred from an accredited institution of higher education and consistent with the receiving institution's AP policy. AP exam scores on the basis of which credit, placement, or exemption is given (including scores lower than 4 or 5) must either be entered on the academic record or must accompany the transcript when a student asks that a transcript of the record be sent to another institution for transfer.
2. Transfer of credit, placement, or exemption for scores lower than 4 will be left to the discretion of the receiving institution.
3. Each institution will clearly communicate its policy and acceptance of AP exams by providing the following information: the name of the AP exam, the corresponding college/university course(s), and the amount of credit awarded for acceptable scores on the exam.
4. This information will be printed in the next available edition of the school's catalog. The information will also be placed on the institution's web page and will be available at the appropriate offices within the college or university.

## Credit Policy for Advanced Placement

### Exams

The Advanced Placement (AP) Program of the College Entrance Examination Board gives students the opportunity to pursue college-level studies while still in high school. The AP examinations are offered annually by high schools which participate in this program. Appropriate credit is awarded for scores of 3, 4, or 5. Students desiring AP credit must submit official test scores to the Admissions Office. Credit will be awarded after one regular semester of enrollment at EACC. AP credit is not awarded for a course the student has already completed at the college level.

EACC accepts the following AP exams and grants appropriate credit for the corresponding college course(s) according to the indicated minimum AP Grade.

AP EXAM	AP GRADE	EACC COURSE	SEMESTER CREDIT HOURS AWARDED
History of Art	3	ART 2023	3
	4-5	ART 2023 & ART 2323	6
Studio Art - Drawing Portfolio	3	ART 1023	3
	4-5	ART 1023 & ART 1323	6
Studio Art - General Portfolio	3	ART 1023	3
	4-5	ART 1023 & ART 1323	6
Biology	3-5	BIO 1014	4
Chemistry	3	CHE 1214	4
	4-5	CHE 1214 & CHE 1234	8
Computer Science	3-5	BUS 1603	3
Economics-Macroeconomics	3-5	BUS 2213	3
Economics-Microeconomics	3-5	BUS 2223	3
English Language & Composition	3	ENG 1013	3
	4-5	ENG 1013 & ENG 1023	6
Environmental Science	3-5	BIO 2614	4
French Language	3	FRE 1014	4
	4-5	FRE 1014 & FRE 1024	8
German Language	3	GER 1014	4
	4-5	GER 1014 & GER 1024	8
Government & Politics- U.S.	3-5	PSC 2003	3
History - European	3	HIS 1013	3
	4-5	HIS 1013 & HIS 1023	6
History - U.S.	3	HIS 2033	3
	4-5	HIS 2033 & HIS 2043	6
Mathematics-Calculus AB	3	MTH 2214	4
	4-5	MTH 2214 & MTH 2224	8
Mathematics-Calculus BC	3	MTH 2214 & MTH 2224	8
	4-5	MTH 2214, MTH 2224 & MTH 2234	12
Music Theory	3	MUS 1013	3
	4-5	MUS 1013 & MUS 1513	6
Physics C-Mechanics	3-5	PHY 1004	4
Physics C-Electrical & Magnetism	3	PHY 2114	4
	4-5	PHY 2114 & PHY 2134	8
Psychology	3	PSY 1003	3
Spanish Language	3	SPA 1114	4
	4-5	SPA 1114 & SPA 1124	8
Statistics	3-5	BUS 2073	3

## Credit by Examination or Experience

Students who possess knowledge for certain courses offered by the College may petition for credit by examination or experience. Credit may be earned by passing a comprehensive test prepared by either a commercial testing service (i.e., CLEP) or the Department of the College in which the credit is to be awarded.

Credit for courses offered by EACC may also be granted upon related work experience. A maximum of 12 semester hours of college credit can be awarded through examination, experience or a combination of the two.

There are two types of CLEP exams, General and Subject. EACC awards credit for two of the five General Exams and fourteen of the Subject Exams. Credit is awarded for the humanities and natural sciences on the General Exams.

Questions regarding the specifications of the CLEP test should be directed to the Counseling Center (Hodges Student Services Building). Students who believe they qualify for credit by examination or previous work experience should contact the appropriate department head.

## Classification of Students

A student who has earned fewer than 30 semester hours of college credit is classified as a freshman. A student who has earned 30 or more semester hours of college credit is classified as a sophomore. Students who do not fit into the above categories will be listed as “unclassified.”

## Course Numbering System

All credit courses are identified by a three-letter prefix and a four-digit number, i.e., ENG 1013. The prefix indicates the course subject area. In this example ENG indicates an English course. The four digit number is coded as follows: first digit is course level (0 = developmental, 1 = freshman, 2 = sophomore), last digit is the course credit in semester hours, the second and third digits make the number unique for each course per department.

Courses, which include clinicals/laboratories, may have the clinical/laboratory portion scheduled separately from the lecture section. For scheduling purposes, the laboratory is assigned the same number as the base course except the last digit will be zero (0). Credit for the laboratory is included within the base/theory course.

Within the course descriptions and following each course title are three numbers in parentheses, i.e., (3-2-4). These numbers indicate (lecture hours/week - laboratory hours/week - course credit in semester hours). The per-week entries assume a regular 16-week term. The example cited above, (3-2-4), indicates 3 lecture hours plus 2 laboratory hours per week for a total of 4-semester hours credit.

## Developmental Courses

Developmental courses are designed for students who need additional preparation before attempting freshman level courses. Only courses at the freshman level or above

will satisfy degree or certificate requirements at EACC. A special grading system is used for developmental courses (see below).

## Grading System

East Arkansas Community College uses a four-point, semester credit hour grading system:

<b>A</b> excellent	4 grade points per credit hour
<b>B</b> good	3 grade points per credit hour
<b>C</b> average	2 grade points per credit hour
<b>D</b> passing	1 grade point per credit hour
<b>F</b> failure	0 grade points per credit hour
<b>WF</b> withdrawn/failing	0 grade points per credit hour
<b>W</b> withdrawn	0 grade points per credit hour

In addition to the above, the following symbols are used:

**CR** credit

**NC** no credit

**I** incomplete (Students who do not complete the required course work within one semester will receive an F).

Note: *The summer term does not count as a semester.*

**AU** audit

**R** re-enroll in developmental course (0 grade points/credit hour)

Grade Point Average (**GPA**) is the ratio of total grade points earned to the total semester credit hours attempted. The GPA can range from 0.00 to 4.00. Grades of CR, NC, R, I, W, and AU are excluded when computing the GPA.

## Repetition of Courses

If a student repeats a course, the last grade received is the permanent grade for the course. The previous grade(s) will not be included in determining the student's cumulative grade point average. Students should be aware, however, that all attempted courses will appear on the transcript. Some four-year institutions also include all grades earned in computing grade point averages.

## Change of Grade

Any grade change (excluding the “I” grade automatically becoming an “F” grade) must be requested by a faculty member and approved by the Department Chair and the Vice President for Academic Affairs. All grade changes must be submitted by the end of the semester following the semester in which the course was taken. Any exception to this must have approval of the President or the Vice President for Academic Affairs.

**NOTE: The summer does not count as a semester for change of grades.**

## Academic Recognition

The **President's List** recognizes students who are enrolled for 12 or more semester hours of work and who earn a grade point average of 4.0 in 1000 or 2000 (non-developmental) level courses.

The **Dean's List** honors students who are enrolled for 12 or more semester hours of work and who earn a grade point average of at least 3.5 but less than 4.0 in 1000 or 2000 (non-developmental) level courses. These lists are published shortly after the close of each semester.

Designed to honor the commitment to education by Rachel Bradham and Thomas M. Spencer, the **Spirit of EACC Award** recognizes a sophomore student whose record shows academic achievement, involvement in college activities, and demonstration of personal advancement through education. The endowment will be used to make a cash award to the winning student during commencement exercises.

**Graduation honors** will be given to students who maintain a superior cumulative grade point average. Three classifications of honor guidelines will be recognized during graduation exercises:

Summa Cum Laude	GPA of 3.80+
Magna Cum Laude	GPA of 3.60 to 3.79
Cum Laude	GPA of 3.35 to 3.59

The following guidelines will determine the student's eligibility for graduation honors:

1. To be considered for graduation honors, a student must complete at least 30 hours at EACC.
2. In determining GPA, all transfer work is included. Both EACC and transfer courses count toward the cumulative grade point average.
3. Courses taken during the spring semester just prior to graduation are not used to determine honor listings in the printed graduation program. To meet printing deadlines, student GPA information must be compiled before the semester ends, so only those classes taken through the previous fall are counted.

## Academic Probation and Suspension

A student will be placed on academic probation at the close of any enrollment period when his or her cumulative grade point average is below 2.00. During the probationary semester, the student shall be advised to reenroll in courses he or she failed as recommended by counselor and advisor. A student will be removed from academic probation at the end of any enrollment period when his or her cumulative grade point average is 2.00 or above.

A student will be suspended for one semester for poor scholarship when he or she has earned less than the cumulative grade point average indicated below after a probationary semester:

## ACADEMIC PROGRESS SCALE

Credit Hours Attempted	Grade Point Average
19-30	1.55
31-45	1.70
46-60	1.85
61-above	2.00

A student who enrolls after being suspended must:

1. meet with a counselor prior to registration, and the counselor will notify the advisor of the student's intention to reenroll.
2. have class schedule approved by designated advisor.
3. not enroll in more than 13 hours until cumulative GPA has reach 2.0 or above.

A student who enrolls after being suspended will not be placed on suspension again as long as he/she maintains a semester GPA of 2.0 or above. However, if the semester GPA falls below 2.0, he/she will be suspended for ANOTHER SEMESTER unless the cumulative GPA is equal or above that specified in the Academic Progress Scale.

**The third suspension will be FINAL.**

A student placed on academic suspension may file an appeal in the Office of Admissions and Registration. A student placed on **FINAL** suspension may appeal after one regular (fall or spring) semester. Appeals will be reviewed and acted upon by the Academic Probation and Suspension Committee.

## Academic Grievance Procedure

Recognizing that both students and faculty have rights regarding academic matters, East Arkansas Community College sets forth an Academic Grievance Procedure. See the Academic Grievance procedure in the Student Handbook section of this catalog.

## Academic Integrity Policy

East Arkansas Community College depends upon and supports the honesty and academic integrity of its students, faculty, and staff. EACC is committed to maintaining and enforcing the highest standards of academic principles. Dishonesty and other inappropriate conduct will not be tolerated. Disciplinary procedures, sanctions, and the appeals process for alleged academic misconduct is outlined in the EACC Student Handbook section of this catalog.

## Academic Clemency

In order to provide a second opportunity for undergraduate students who performed poorly at some point in their studies, East Arkansas Community College has established a policy on academic clemency. The policy is designed to help **former** students who have gained a new appreciation of higher education.

To be considered for academic clemency, the student must meet the following qualifications and must agree in writing to the following stipulations:

## **I. Qualifications:**

The student must not have been enrolled in any institution of higher education for a period of two (2) years in order to be eligible for clemency.

## **II. Stipulations:**

1. A formal written request must be submitted to the college registrar and approved by the Vice President for Academic Affairs. The request will become part of the Student's permanent record.
2. An individual who is granted academic clemency will forfeit all grades and credits earned in any semester for which clemency is granted. The grades and credits earned in those semesters for which academic clemency is granted will not count in computing the student's grade point average or in meeting requirements for graduation.
3. The student's transcript will contain the student's entire academic record. However, a notation will be made showing the semester(s) for which academic clemency was granted.
4. In the case of transfer students to EACC who have received academic clemency by another accredited college/university, EACC will honor the academic clemency established at the previous institution. EACC will allow academic clemency for work taken at EACC or at another institution.
5. In regard to financial history, state and federal regulations take precedence over the institutional policy of academic clemency
6. Academic clemency may be granted only once in an individual's academic career, and such declaration and granting is final and irreversible.
7. Students should be aware that this policy pertains only to EACC and that other institutions may not honor EACC's policy.
8. Student must be admitted to EACC at the time academic clemency is requested.
9. Students seeking academic clemency must verify in writing that they meet the qualifications and that they accept the stipulations as given.