



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 Hodges Student Services Complex 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 and Spring Terms

The normal load for a full-time student during a regular fall or spring 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 appropriate academic vice president, **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, 6 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 4-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 will be approved on a case by case basis.

Dropping a Course

A student interested in dropping a course is encouraged to first talk with the course instructor and his or her academic advisor. Students may drop a course through the online drop procedure in myEACC or using forms provided for that purpose (see <https://www.eacc.edu/student-forms>). The instructor will assign a grade based on the date of drop. Please see the current Academic Calendar for relevant deadlines.

Withdrawing from the College

A student interested in complete withdrawal from the College may repeat the drop procedure until withdrawn from all courses for that semester. Students are encouraged to speak with course instructors and their academic advisor before proceeding with complete withdrawal from the College. Grade assignment for withdrawal will remain consistent with individual drop procedures outlined in the Dropping a Course section of the Catalog.

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 for class attendance.

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 is 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 3-hour course is absent from class for more than 6 hours, that student is excessively absent.

Students must log on to their online courses by 11:59 PM on 11th day of classes Census Date listed on the academic calendar on the College's website. Students who do not log on by the 11th day Census Date deadline or who log on AFTER the 11th day deadline will be dropped as a no-show.

In addition, if a student logs on to an online class, EVEN ONE TIME, s/he is counted as having attended class, and must go through the formal drop process on EACC's campus in order to drop the class.

Students enrolled in an online course are required to maintain active participation as defined in the course syllabus. Students that fail to maintain active participation will be reported as "excessively absent" by the instructor and may be removed from the course.

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

The Arkansas Department of Higher Education Coordinating Board (ADHECB) has established a set of guidelines by which institutions will award course credit for advanced placement exams. This policy will be implemented for entering freshman in the Fall 2018 semester.

I. Course Credit

Under this policy, East Arkansas Community College will award course credit to students who score a three (3) or higher on any Advanced Placement (AP) exam. Credit awarded for any AP exam will be applied to the student's transcript and, where appropriate, reduce the total number of required degree hours accordingly by either directly satisfying degree or elective requirements. In order to increase transferability, ACTS courses have been assigned to relevant exams.

The list of AP Exam courses and ACTS courses will be maintained by the Department of Higher Education and will be reviewed every five years.

II. Advanced Placement ACTS Courses

The following table maps AP exams to corresponding ACTS courses. EACC's equivalent courses are noted in the third column. AP exams without a corresponding ACTS course will be awarded at the discretion of the institution.

III. Limitations

1. Additional Credit

- Institutions will be limited to awarding minimum credit for one corresponding ACTS course listed in the table above to students who score a three (3) on the exam. If in the best interest of the student, institutions may award a higher-level course for a score of three (3).
- Institutions may choose to award additional credit for those students who score a four (4) or five (5) on an exam. While transfer institutions are encouraged to accept any additional AP credit awarded, the transfer institution will not be obligated to honor additional credit given beyond the requirement.
- Institutions may award additional credit for prerequisite courses when credit is awarded for a higher level sequenced course.

2. AP Exam Scores Below Three (3)

In order to maintain consistency and high academic standards in the state, no course credit may be awarded for an AP exam score below a three (3).

3. Courses Not Offered

An institution is not required to award credit for an AP exam if the institution does not offer the corresponding ACTS course.

4. Policy Review

Policy effectiveness based on placement and student success may be reviewed annually by ADHE.

AP EXAM	ACTS COURSE	EACC COURSE
Art History	ARTA 1003 Art Appreciation	ART 1003 Art Appreciation
Biology	BIOC 1004 Biology for non-Majors	No comparable course
Calculus AB	MATH 2405 Calculus I	MTH 2214 Calculus I
Calculus BC	MATH 2505 Calculus II	MTH 2224 Calculus II
Chemistry	CHEM 1004 Chemistry for Gen Ed	CHE 1024 General Ed Chemistry
Computer Science A	CPSI 3003 Introduction to Computers	BUS 1603 Computer Fundamentals
Computer Science Principles	CPSI 3003 Introduction to Computers	BUS 1603 Computer Fundamentals
English Language and Composition	ENGL 1013 Composition I	ENG 1013 English Comp I
Environmental Science	GEOL 1124 Environmental Geology	No comparable course
European History	HIST 1213 Western Civ II HIST 1223 Western Civ III	HIS 1013 Western Civ I HIS 1023 Western Civ II
French Language and Culture	FREN 2013 French III	FRE 2014 Intermediate French II
German Language and Culture	GERM 2013 German III	GER 2014 Intermediate German II
Human Geography	GEOG 1113 Human Geography	No comparable course
Macroeconomics	ECON 2103 Principles of Macroeconomics	EOD 2103 Principles of Macroeconomics
Microeconomics	ECON 2203 Principles of Microeconomics	EOD 2203 Principles of Microeconomics
Music Theory	MUSC 1003 Music Appreciation	MUS 1003 Music Appreciation
Physics 1	PHYS 2014 Algebra/Trigonometry-Based Physics I	PHY 2114/2110 General Physics I and Lab
Physics 2	PHYS 2024 Algebra/Trigonometry-Based Physics II	PHY 2114/2110 General Physics II and Lab
Psychology	PSYC 1103 General Psychology	PSY 1003 General Psychology
Spanish Language and Culture	SPAN 2013 Spanish III	SPA 2114 Intermediate Spanish I
Statistics	MTH 2103 Introduction to Statistics	MTH 2103 Introduction to Statistics
United States Government and Politics	PUSC 2003 American National Government	PSC 2003 American Government
United States History	HIST 2113 US History I or HIST 2123 US History II	HIS 2013 History before HIS 2003 History since
World History	HIST 1113 World Civilizations I or HIST 1123 World Civilizations II	No comparable course

Credit by Prior Learning Assessment

Credential-seeking students who are currently enrolled, have completed at least twelve hours of credit-bearing coursework, and possess knowledge of certain courses offered by the College may petition for credit by examination or credit by experience. Prior Learning Assessment credit (“CR”) may not transfer to four-year institutions, so students planning to transfer are advised to consult with their receiving institution in advance. Prior learning assessment includes CLEP or other professional certification examination taken at an approved testing center, taking a course-specific competency exam administered by EACC faculty, and portfolio review. For credit by examination or credit by experience (portfolio review), EACC may award up to 50% of required credit hours for a Certificate of Proficiency or a Technical Certificate and up to 30 semester credit hours toward an Associate’s degree program for documented learning or work experiences. Credit by examination is not available for all courses offered at EACC. There is a \$20.00 fee per credit hour awarded for credit by exam or credit by experience.

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.

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.

Questions regarding the specifications of the CLEP test should be directed to the Supervisor of Testing located in the Hodges Student Services Complex. Students who believe they qualify for credit by examination or previous work experience should contact the appropriate academic vice president.

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 either a two or three letter prefix or 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.

Grading System

East Arkansas Community College uses a 4-point, semester credit hour grading system:

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

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

CR	credit
NC	no credit
I	incomplete
AU	audit
R	re-enroll

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.

Change of Grade

Any grade change (excluding the “I” grade automatically becoming an “F” grade) must be requested by a faculty member and submitted to the appropriate academic vice president for approval.

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.

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

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.

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 re-enroll 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

SEMESTER CREDIT HOURS	GRADE POINT AVERAGE	COMPLETION PERCENTAGE OF HOURS ATTEMPTED
1-15	1.50	50%
16-31	1.60	53%
32-47	1.70	60%
48 and above	2.00	67%

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 Records. 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 at EACC, the 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 appropriate academic vice president. 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.

Terms and Definitions

Advisor: Faculty or staff member who advises students of appropriate courses to be taken to complete educational objectives.

Credit Hour: Official number of hours of credit given for a course. The terms semester hours and credit hours are used interchangeably. The fourth digit of the course number reflects the credit hours for that course. For example, MTH 1113 is a 3-credit-hour course.

Degree Audit: This is a computer-generated analysis that enables a student and an advisor to assess the student's academic progress and unfulfilled degree requirements. The degree audit matches the courses that the student has taken with the requirements of the chosen degree program.

Prerequisite Course: A course that is required to be completed before registering for another course. Prerequisite courses are listed with the appropriate course description in the catalog.

