



**East Arkansas Community College
Concurrent Enrollment Program
Student Handbook**



**“We provide affordable, accessible learning opportunities to
promote student success and strengthen our community.”
-Mission Statement**

East Arkansas Community College

Concurrent Enrollment Student Handbook

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CONCURRENT ENROLLMENT PROGRAM AT EACC

Act 1097 of 1991 and Act 936 of 2007 of the Arkansas General Assembly provides for students who are enrolled in an accredited high school and meet the admission standards of East Arkansas Community College to concurrently enroll for academic courses.

PARTICIPATION REQUIREMENTS

The following requirements apply to all high school concurrently enrolled students:

1. The student must be in the 9-12 grades and be enrolled in an accredited public or private secondary school or home school.
2. The student must complete an EACC Application for Admission through their high school counselor and submit any required documents.
3. The student must submit a copy of a current high school transcript.
4. The student must provide standardized test scores (ACT, SAT, ACCUPLACER) indicating that he/she meets the minimum placement test scores established for the course or program in which he/she wants to enroll. See Appendix A for the EACC Placement Test Score Table.
5. The student's high school counselor, principal, or superintendent must approve the specific courses and the number of hours in which the student desires to enroll each semester. Approval is granted by the aforementioned signing the High School Concurrent Enrollment Form (see Appendix C)
6. Concurrent students should provide proof of immunization against measles, rubella, and mumps at the time of application. The immunization record must be signed by a licensed medical doctor or authorized health official, and the month and year must be noted. The date must also be AFTER the student's first birthday and must be after 1-1-68. Records before 1-1-68 are not valid. State law mandates that proof of immunization be submitted within 30 days of enrollment.

Documents accepted in lieu of immunization include the following:

- A. a copy of a positive laboratory test for immunity to measles and rubella certified by a medical doctor.
 - B. a certificate, approved by the Director of the Arkansas Department of Health, signed by a medical doctor licensed by the state of Arkansas, stating that the vaccine would be detrimental to the health of the student.
 - C. a notarized form, approved by the Arkansas Department of Health, completed by an official of a recognized church or denomination, stating specifically that immunizations conflict with the tenets and practices of the church of which the student is a member.
7. The student must complete the EACC High School Concurrent Enrollment Form for each semester/term of enrollment.

Once accepted into the EACC Concurrent Enrollment Program:

- All grades received for college courses will be posted on the student's official EACC transcript.
- Concurrently enrolled students are treated and held to the same standards as consistently as possible with the EACC practices for courses offered on-campus students.
- Students are held to the same conduct policies such as academic dishonesty (academic integrity), consequences of plagiarism, and academic grievances.

COST TO STUDENTS

EACC Concurrent students will purchase course textbook(s) and other required materials unless furnished by school district or other provider. Concurrent students will also pay tuition and fees unless paid for by school district or other provider. Students will be verbally notified by the high school counselor and/or school district designee if they are to pay for textbooks and/or tuition prior to semester registration.

ACADEMIC DISHONESTY (ACADEMIC INTEGRITY)

The following misconduct is or may be subject to disciplinary action: all forms of student academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, and plagiarism.

Cheating means intentionally, recklessly, or negligently using or attempting to use unauthorized materials, information, or study aids in any academic exercise, activity, or project of any description, or assisting another student in the use of such unauthorized materials. Cheating includes plagiarism, which is an extremely serious violation of academic integrity.

East Arkansas Community College defines plagiarism as follows: "Plagiarism includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any other means another's work and the submission of it as one's own academic work offered for credit." Plagiarism can occur in a myriad of forms and media. Although most commonly associated with writing, all types of scholarly work, including computer code, music, scientific data and analysis, and electronic publications can be plagiarized.

A. Possible sanctions:

When a student commits an act of academic dishonesty, one or more of the following sanctions may be imposed:

1. The student may receive an "F" for the assignment, test, or paper.
2. The student may receive an "F" for the course.
3. The student may not withdraw from the course except with a grade of "WF."
4. The student may be expelled from the class by the appropriate college officials.
5. The student may be suspended from the college for a definite period of time by the appropriate college officials.
6. The student may be expelled from the college by the appropriate college officials.

B. Procedures

The following procedures for acts of academic dishonesty will be followed:

1. When an instructor identifies an act of academic dishonesty, he or she will notify the student, the appropriate Associate Vice President and the Vice President for Academic Affairs. At the instructor's discretion, the student may receive an "F" for the assignment, test, or paper, or he or she may receive an "F" for the course. The student will be informed of his or her act of academic dishonesty in an informal conference between the faculty member and the student within 10 working days of the faculty member's discovery of the violation.
2. The instructor and the appropriate Associate Vice President may also recommend to the Vice President for Academic Affairs that the student's expulsion from either the class or the college, or his or her suspension from the college, be pursued. The Vice President for Academic Affairs may act on the recommendation at his or her discretion.

C. Appeals

1. If a faculty member wishes to appeal a decision by the appropriate Associate Vice President, or the Vice President for Academic Affairs he or she must appeal first to the Academic Grievance Committee. The faculty member's final recourse shall be to appeal to the President of East Arkansas Community College. The faculty member must initiate the appeals process within five (5) working days of notification of a decision regarding the suspected act of academic dishonesty. The faculty member must notify the chairperson of the Academic Grievance Committee in writing of his or her desire to appeal the decision rendered by the appropriate Associate Vice President or the Vice President for Academic Affairs. The same rules apply to the Committee hearing for this type of appeal as for those initiated by students and as spelled out below.
2. If a student wishes to appeal a finding of academic dishonesty, he or she must first appeal to the instructor, then to the appropriate department chair and the faculty member in a joint meeting, then to the Vice President for Academic Affairs, then to the Academic Grievance Committee. His or her final recourse shall be to appeal to the President of East Arkansas Community College. The appeals procedure is spelled out below. The student must initiate the appeal within five (5) working days of notification of the imposition of sanctions. If the student has been suspended or expelled from the class or college, he or she may remain in class during the appeals process after he or she has initiated the formal appeals process pending the decision of the committee or President. If a student wishes to appeal a faculty member's finding of academic dishonesty, the steps to be followed are the same as those regarding an academic grievance and as spelled out below.

ACADEMIC GRIEVANCE (ACADEMIC DUE PROCESS)

Recognizing that both students and faculty have rights regarding academic matters, East Arkansas Community College sets forth an academic grievance procedure. The procedure serves the purpose of:

1. Providing the student with redress and due process.
2. Protecting faculty rights in freedom of instruction.
3. Providing a mechanism for problem-solving.
4. Achieving an equitable resolution of the grievance as quickly as possible.

The following steps are to be followed regarding student academic grievance:

1. The student meets with the faculty member regarding any problem. The student and faculty member should discuss the problem thoroughly and attempt to reach an agreement.
2. If an agreement cannot be reached between the student and faculty member, the appropriate Associate Vice President is contacted by the student. The student, faculty member, and the Associate Vice President are to meet together to thoroughly discuss the problem and attempt to attain a solution.
3. If a solution is not reached, the student may formalize the grievance by putting it in writing, including conditions giving rise to the grievance, names of parties involved, and the remedy requested. The written grievance is submitted to the Vice President for Academic Affairs. The Vice President first determines if previous steps in the process have been followed by the student and explains to the student the remaining steps in the process. The Vice President notifies the faculty member and the respective Associate Vice President that a grievance has been filed and supplies a copy of the written grievance to the faculty member and the respective Associate Vice President. The issues of the grievance are thoroughly discussed in an attempt to reach an understanding and agreement. Within 48 hours (excluding holidays/weekends) after receiving the student's written grievance, the Vice President for Academic Affairs will render a decision.
4. If an agreement is not reached, the student may request a review by an Academic Grievance Committee. Notification of this request should be made to the Vice President for Academic Affairs. The Academic Grievance Committee will be composed of one Associate Vice President, two faculty members, and two student affairs staff members. Associate Vice Presidents or instructors who are parties in the grievance may not serve as members of the Committee. The Committee members shall be appointed by the College President. The Committee will meet to review all relevant information regarding the grievance. Witnesses may be called as needed. Only the student and faculty member involved are to be present during the committee hearing; however, if witnesses are to be called by the parties the Committee chairperson must be notified 24 hours prior to the hearing. The committee renders a written decision, including its findings and recommendations within 48 hours of the hearing (excluding holidays and weekends).
5. The student or instructor may request a procedural review by the College President within 48 hours of the committee recommendation (excluding holidays and weekends). The original grievance and final report of the Academic Grievance committee are submitted to the College President who reviews the information submitted. Within 48 hours (excluding holidays and weekends) after the President receives the information, the President will render a decision regarding the Committee's adherence to College and committee policy and procedure based on the written information submitted.
6. The President has the option to remand the Committee's findings to the Committee for further consideration.
7. The Grievance procedure must be initiated and completed prior to the end of the term succeeding the term in which the incident occurred (excluding summer terms).

ACADEMIC STANDING (ACADEMIC PROGRESS SCALE)

Semester Credit Hours	Grade Point Average	Completion % 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 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.

CHANGES IN SCHEDULE

Changes in a concurrent student's schedule will be made with the approval of each high schools' administration, counselor(s), and parents. If approved, students will be permitted to change schedules during the times listed on the EACC Academic Calendar.

DROP OR WITHDRAW

To drop a course, a student must complete the following steps:

1. Obtain an "EACC Concurrent Enrollment Drop Form" from their high school counselor or the Concurrent Enrollment Program Office at EACC. This office is in the Secondary Career Center (ESCC).
2. Obtain signatures of the Principal, Counselor, Parent/Guardian, and ESCC Director as required on the "EACC Concurrent Enrollment Drop Form". If taking a course at the EACC campus, the signature of the instructor is needed
3. Return the signed "EACC Concurrent Enrollment Drop Form" to the Concurrent Enrollment Program Office (ESCC) on the EACC campus. A concurrent student dropping a course will have a grade recorded on the student's permanent record as "W" (Withdraw) or WF (Withdraw Failing).

4. The dates for any drops or withdrawals are the same as the EACC dates on the EACC Academic Calendar. (See Appendix B)

TEXTBOOK POLICY

The cost of the textbook(s) will be the responsibility of the student and/or school district. Scholarships or supplemental funds to offset the cost of the textbook may be available for qualifying students.

Textbook(s) used by concurrent high school students will be the same textbook required by the course taught on campus by full-time faculty members. Director of Secondary Career/Concurrent Enrollment will verify the current version/edition of textbooks with the respective Associate Vice President and then proceed to notify the high school and concurrent faculty member.

SYLLABI POLICY

A course syllabus is available for all EACC concurrent courses. Syllabi must be distributed the first day of class. If the course is conducted online, the syllabus will be uploaded to Blackboard before the start of classes. Syllabi will be prepared using the syllabus template that has been approved by the Academic Leadership Council. Syllabi must be the same for online, concurrent, or on campus course. A copy of each course syllabi are on file in the office of the Director of the EastArk Secondary Career Center (ESCC).

***myEACC* STUDENT PORTAL**

Go to www.eacc.edu. At the top, left of the page, select the myEacc link.

- Your User Name is your last name, followed by the last 4 digits of you Student ID. (If you have a hyphenated last name, just use the part to the right of the hyphen.)
- Your initial password will be Eacc followed by your six-digit birthday (MMDDYY).

Example: Suzie Savvy-Scholar is a new student, logging into myEACC for the first time. Her Student ID number is 1234567. Her birthday is August 11th, 1998. She logs in like this:

User Name: scholar4567

Password: Eacc081198.

EACC EMAIL ACCOUNT

EACC students are provided an email account for the semester in which they are currently enrolled. This account will remain active until the week after finals. You may reach your account from any computer with internet access either on or off campus. EACC will use email for communication with students during the active semester. It is your responsibility to regularly check your EACC email Account. Failure to do so could result in missed notices or deadlines throughout the semester.

Email Login

Once logged in to myEACC, find Quick Links (the brown box on the left side of the page).

Under Quick Links, select EACC Email.

Your Username and initial password will be the same as they were for myEACC, with a slight difference:

Before you type in your User Name, type Eacc\ (notice that's the **backslash**). Our pal, Suzie would log into her email like this:

Domain\User Name: Eacc\scholar4567

Password: Eacc081198

Note: Passwords are case sensitive. **Reminder:** The login name is lower case. The "E" is capitalized in the username and password. All other letters are lowercase in the password.

It is very important for email to be checked on a regular basis

CEC guidelines and Internet policy are available at:

<https://www.eacc.edu/computer-services>

If you have problems with your myEACC or Email login, contact bfowler@eacc.edu.

BLACKBOARD ONLINE COURSES

EACC uses Blackboard for online course delivery. Blackboard is a Web-based learning management system (LMS) designed to support fully online courses or provide a space for face-to-face course supplementation. Blackboard provides many types of tools and features for enriching the learning experience. Make sure you completely review the Blackboard instructions available online.

Although you should complete the online instructional power point prior to the start of a semester, **you will NOT be able to login to your Blackboard account and see your classes until the first day of the semester.**

You will need to have your EACC Student ID number handy; it will be your initial username and password. Once inside, be sure to change your password—*your username will remain your ID number.*

- First, go to the EACC website: www.eacc.edu
- From the menu at the top of the page, select "STUDENTS."
- From the menu on the left, select "Blackboard."
- This Blackboard (Bb) page will appear. Click the button as instructed

To access Blackboard please click the button below.



Blackboard

- Enter your username and password as instructed below.

If you have a **nine digit ID number**, the example for login:

Example: **Student Name:** John Doe **EACC ID number:** 1234-56789
Username: 1234-56789
Password: 1234-56789

If you have a **seven digit ID number**, the example for login:

Example: **Student Name:** Jane Doe **EACC ID number:** 7654321
Username: 7654321
Password: 7654321

DO NOT attempt to create your own account and enroll in courses. The Blackboard Administrator creates ALL accounts and enrolls all students.

- When you get into Blackboard, look for your class in the “My Courses” box (on the right-hand side of the page).
- When your class page opens, over on the left-hand side, you’ll see the “Content” link.
- Roam around and get familiar with each class.
- To get back to your list of classes, select “My Institution” from the green bar at the top, right of the page.

GRADING SYSTEM

All EACC Concurrent students are notified of their course grades throughout the semester. The office of the EastArk Secondary Career Center (ESCC) provides grade reports to each participating high school’s counselor’s office after midterm and final grades have been submitted. Grades are also posted in myEACC which ESCC concurrent students can access themselves.

At mid-term, a progress report is submitted to each high school listing the course, instructor, students, and grades. The high school counselor then disseminates the grades to each student. The high school counselor counsels any students they feel is not making sufficient progress. The Director of Concurrent Enrollment is also available to assist with any course concerns. The mid-term grades are distributed to each high school by mail or through the high school secured email portal. Students are encouraged to check with their instructor for progress in the class and for currency of grades.

Final grades are submitted to participating high schools at the end of each fall and spring semester. Students may access their grades and unofficial transcript through myEACC, which is EACC’s online student portal. All grades are entered into myEACC by the concurrent faculty member and are permanently recorded on the student’s transcript. Expunging of grades is not allowed.

All faculty members are required to use the College's 4-point, semester credit hour grading system and numerical grade distribution.

The grade distribution is as follows:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 and below

The College's 4-point, semester credit hour grading system is as follows:

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	poor	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

The 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.

GRADE REPORTS

Concurrent students can view various grade and status reports in Campus Connect during an academic semester:

1. Attendance Report – Classroom attendance is reported with alerts for those students who are excessively absent.
2. Mid-Term Grades – a letter grade of A, B, C, D, or F along with any students that are excessively absent (E). Reminder: Midterm grades do not affect a student's GPA. They are used to identify and contact students who are struggling.
3. EAR – Early Alert Reporting will be issued for the following: attendance issues, current grade, academic concerns, and non-academic concerns. Instructors can also message students and/or list additional comments in this report.
4. Final Grades – a letter grade of A, B, C, D, or F will be posted for final grades.

GRADE POINTS AND GRADE POINT AVERAGES

For the purpose of computing current and cumulative grade averages, grade points are assigned as follows: A=4, B=3, C=2, D=1, F=0. A student's grade point average is computed by

multiplying the number of credit hours by the grade points assigned to the grade and then dividing the sum of these by the total number of credit hours which the student has attempted. Since grade point averages can affect financial aid, academic awards, admission to other institutions, and scholarships, students are strongly encouraged to stay informed about their grade point average. To check your grade point average, check with your instructor.

INCOMPLETE GRADE POLICY

A concurrent student is eligible for a grade of incomplete only when an emergency or other reason beyond his/her control prevents completion of a course near the end of an academic term. Students must meet the following conditions to be considered for an incomplete grade:

1. The concurrent student must request, in advance, a grade of incomplete from the instructor of the course and must make arrangements for completing the coursework with the instructor.
2. At the time of the incomplete request, the concurrent student must have completed at least sixty percent of the academic semester.
3. Each instructor may set a higher completion level requirement for his/her individual course.
4. At the time of the incomplete request, the concurrent student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements.
5. At the time of the incomplete request, the concurrent student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements.
6. The instructor of a course has sole discretion in initiating an incomplete grade request. Instructors may deny an incomplete request even if a student meets the minimum requirements outlined above.

A concurrent student may be required to submit documentation of the reasons the student is not able to complete the coursework. The student and instructor must complete a "Request to Complete Course" form outlining specific work required for course completion and expected date of completion. This must be sent to the ESCC Office who will seek approval from the Associate Vice President and the President for Academic Affairs.

PARKING ON EACC CAMPUS

Visitors are ALWAYS welcome on campus and may park in any non-restricted area. If you have any questions, please contact Campus Security. Students who have permission to drive must have a parking sticker. Parking Stickers are available in the Learning Resource Center (Library). In accordance with the Arkansas Law, students can be charged for parking in Handicapped parking spaces or restricted areas.

LIBRARY

The Library is located in the Learning Resource Center and houses a wide variety of information resources. With extended hours, a helpful and friendly staff provides a balanced learning atmosphere needed in a college environment. Fifteen patron accessible computers allow access to peer-reviewed journals, an online encyclopedia, word processing programs, and other software. A collection greater than 30,000 volumes is available to support instruction on campus. The collection can be accessed using two dedicated terminals in the Library as well as from off-campus using the College website. The in-house collection also includes a number of magazines and newspapers, newly released fiction titles, and faculty reserved materials.

Coin-operated copiers are available for student use. A multi-media computer lab is located in the Library for instruction of specialized computer programs. ID's of students, faculty, staff and the public are issued in the Library and are needed to borrow books, to attend events on campus and to obtain parking permits. The facility opens before classes begin in the morning and extends until most classes are over at night to accommodate the needs of students. Hours of operation are posted on the Library's entrance.

Library Hours

Spring and Fall Semester Hours

Monday - Thursday	Friday	Saturday
7:30 am - 7:30 pm	8:00 am - 4:00 pm	8:00 am - 12:00 pm

Summer Semester Hours

Monday - Tuesday	Wednesday - Thursday	Friday
7:30 am - 6:30 pm	7:30 am - 4:30 pm	8:00 am - 12:00 pm

Any variation to the Library hours of operation will be posted on the Library's front door.

Contact Information: Reference Desk: 870-633-4480 extension 322

ACADEMIC RECORDS PRIVACY RIGHTS

A student's academic record is confidential and will not be released to unauthorized persons without written approval from the student. The following items are considered public information and may be made available upon inquiry unless the student requests non-disclosure for the enrollment period: name, address, phone number, place and date of birth, academic major, full or part-time status, academic and non-academic honors, other academic institutions attended, degree obtained and date conferred, campus activities, leadership positions, and dates of attendance and other similar information.

Requests for non-disclosure are effective only for the enrollment period in which the request is submitted. Students must file a new request at the beginning of each enrollment period for which non-disclosure is desired.

EACC complies fully with the Family Educational Rights and Privacy Act of 1974 which was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Students also have the right to file complaints with The Family Education Rights and Privacy Act (FERPA) office concerning alleged failures by the institution to comply with the Act. Questions concerning FERPA may be directed to the Office of Admission and Records.

Office of Admission and Registration
East Arkansas Community College
1700 Newcastle Road
Forrest City, AR 72335-2204
(870) 633-4480, ext. 300

Concurrent Students: A *Release of Information Form* is provided in the EACC Concurrent paperwork packet. This form gives the EastArk Secondary Career Center Director permission to discuss attendance, performance, class activities and/or other information with the following individuals at the student's high school: Guidance Counselor, Principal and Records Keeper/Registrar. Students may also list other individuals such as Parents, Grandparents and or Guardians with whom they give the same permission. **A copy of the form is found in Appendix C of this handbook with all other required documents.**

ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

Accommodations provided in post-secondary (college) education are done in order to provide equal access and may differ from those provided in secondary education (high school), where accommodations and modifications are required to ensure success. Any student with a disability who is concurrently enrolled and who would like to request accommodations should contact the Coordinator in Office Building I. The following procedures are as follows:

1. Student must provide the Office for Students with Disabilities Coordinator with appropriate documentation giving evidence of a bonafide disability.
2. If necessary, the student will sign a release of information form to obtain documentation of disability.
3. Student will fill out an application of disabled student services.
4. The Office for Students with Disabilities Coordinator will evaluate the needs of the student and inform him/her of accommodations which will be provided.
5. The Students with Disabilities Coordinator will inform instructors. Student Support Services or other College personnel as appropriate for necessary accommodations.

ARKANSAS COURSE TRANSFER SYSTEM (ACTS): TRANSITIONING AND TRANSFERRING CREDIT TO COLLEGE

The Arkansas Course Transfer System (ACTS), students, parents, and school personnel may view how general education courses transfer among Arkansas' public colleges and universities by selecting the appropriate institutions from the list provided. Please note that the ACTS program is designed to ensure the transfer of "core" courses. However, some majors have specific requirements. It is always important to consult the college to which you plan to transfer about these issues. Most institutions require a C or better for transfer.

Link to ACTS: <http://acts.adhe.edu/>

REQUESTING A TRANSCRIPT

Transcript request forms are available in the Hodges Student Services Building and at the College's website: https://www.eacc.edu/plugins/show_image.php?id=1708 . There is no fee to obtain a transcript. Students may also obtain a transcript by mailing or faxing (870) 633-3480 a written request that contains the following:

- FULL NAME
- SOCIAL SECURITY NUMBER
- LAST TERM ATTENDED (approximate)
- MAILING ADDRESS
- RETURN ADDRESS
- PHONE NUMBER

After signing and dating your request, send it to:

Office of Admission and Registration
East Arkansas Community College
1700 Newcastle Road
Forrest City, AR 72335-2204

ATTENDANCE POLICY

To maximize learning opportunities, it is essential that students are punctual and attend classes regularly. Students are considered excessively absent when the number of absences exceed seven (7) or more days. Athletes are required to bring documentation from coaches to verify participation in sports. All students are expected to adhere to the Attendance Policy, and it is the responsibility of the student to inquire and initiate a request for make-up assignments. However, it is at the discretion of the instructor to accept or deny a request.

CODE OF CONDUCT

East Arkansas Community College has a policy of low tolerance for student misconduct involving disorderly, lewd, indecent, or obscene conduct on campus or any College-sponsored event. Misconduct is subject to disciplinary action.

SEXUAL MISCONDUCT POLICY

I. Commitment

EACC is committed to having a positive learning and working environment for its students and employees and thus will not tolerate sexual misconduct, which includes sexual harassment, a type of discrimination based upon gender, and other forms of sexual violence. Sexual harassment is a violation of Federal law as stated in Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments. Sexual violence has most recently been addressed by the Reauthorization of the Violence Against Women Act and the Campus SaVE Act. A copy of those laws may be obtained in the Personnel Office of EACC. Students and employees of EACC who may be a victim of a sexual offense are urged to report the offense using the complaint procedures outlined in Section IV of this policy. Those with a complaint may also press charges

with the legal system outside the college. In an effort to provide a safe environment for the college community, EACC reserves the right to file charges against an alleged offender.

East Community College values its cooperative relationships with federal, state and local law enforcement agencies. In addition to annual consultations for crime statistics reporting, campus officials maintain working relationships with law enforcement and facilitate timely communication in the event authorities must respond to an incident at a campus location.

EACC provides facilities on the Forrest City campus for the operation of a sub-station for the St. Francis County Sheriff's Office. In addition, EACC engages the services of off-duty local law enforcement professionals for special events and to maintain regular patrols and security oversight of EACC facilities as needed during regular campus operations.

Any emergency or incident where there may exist an immediate known or suspected danger to any person should be reported immediately by dialing 911 or by contacting the nearest law enforcement officer. In non-emergency situations, any incident of known or suspected violation of applicable law or College policy should be reported as soon as possible to the Vice President for Student Affairs who will then coordinate appropriate communication and interaction with appropriate local law enforcement authorities.

II. Definitions

Sexual misconduct consists of verbal or physical behaviors related to a person's gender and which create an intimidating, hostile or offensive environment. Sexual harassment may involve the behavior of a person of either sex against a person of the same or opposite sex. It may include student to student conduct, employee to student conduct, student to employee conduct, or employee to employee conduct.

A. **Sexual Harassment** consists of:

Non-verbal : harassment includes suggestive or insulting sounds, leering, whistling, obscene gestures and visual displays.

Verbal: harassment includes unwanted statements (written or spoken) drawing upon sexual innuendo, suggestive comments, insults, sexual humor or jokes emphasizing gender-specific

traits or clothing, sexual propositions (including repeated, unwelcome invitations to social engagements) or sexual threats.

Physical: harassment includes unwanted touching, pinching, patting, hugging or brushing of one's body. In its most extreme form, sexual harassment includes coerced sexual intercourse (e.g., acquaintance or date rape) and sexual assault.

Hostile environment: A pattern of unwanted sexual behaviors (verbal, non-verbal and/or physical) which makes the work or academic situation intolerable may constitute sexual harassment even though reward for submission or reprisal for refusing have not been indicated. Employees and students who are not the direct object of harassment may still make a claim under this policy if forced to work or study in an atmosphere of pervasive harassment.

- B. **Sexual Assault** is defined by Arkansas Code 5-14-101 through 110 as non-consensual sexual activity.
- C. **Consent** is defined as clear, knowing and voluntary permission. In and of itself, silence cannot be interpreted as consent. Consent may be given by words or actions as long as such creates a mutually understandable and clear position regarding one's willingness to engage in and the parameters of participation in an activity.

III. Consensual Amorous Relationships

Amorous relationships between individuals of different institutional status, even when apparently mutual at the outset, may have an underlying power imbalance which can diminish the subordinate's freedom of choice. Any institutional employee who enters into a sexual relationship with a student or subordinate where a professional power differential exists should realize that the nature of the relationship may make it difficult to prove mutual consent in the event of a complaint of sexual harassment. Furthermore, such relationships can be perceived by others in the instructional or work unit as exploitative and unfair. Those who persist in maintaining such a relationship should divest themselves of any direct or indirect supervisory, academic or decision-making responsibility for that person. The power differential may be construed as coercion by a complainant.

With a Minor: Any sexual behavior with a minor is prohibited. If the student or subordinate is under the age of 18, even a consenting sexual relationship with that student or subordinate may be considered child abuse. The offender, therefore, may be subject to civil or criminal procedures. Arkansas state law requires the institution to report sexual child abuse to the Department of Human Services or to the local law enforcement agency. Policies and procedures for mandatory reporting of sexual abuse of a minor are in place, and the institution trains its employees on mandatory reporting each Fall and Spring semester.

IV. Complaint Procedures

Those who feel they have been victimized under the definitions of this policy are encouraged to use the following complaint procedure. Confidentiality may be requested; however, it cannot be guaranteed in every instance. While maintaining confidentiality may limit the institution's ability to fully respond to the complaint, requests for confidentiality will be honored and every effort will be made to ensure the privacy of the victim and the accused. Both the victim and the

accused will be given a copy of their rights and will be provided written notice of the proceeding outcomes.

Two alternatives exist for entry into the process to resolve charges of sexual offenses. One method is informal and the other is formal, both of which are described below.

Informal Process: The purpose of the informal complaint method is to enable a complainant to seek resolution to a problem without pursuing a formal grievance procedure due to its sensitive nature. However, at any time during the process, the complainant may choose to file a formal complaint.

Formal Process: If the complainant should wish to begin a formal investigation of the matter, following or in lieu of any informal meetings, written charges shall be filed. When such charges are filed, a Judicial Committee shall be appointed (see Section VII).

The Judicial Committee will serve as an investigation and disciplinary committee for these complaints. Disciplinary decisions made by this committee will be final with the exception of an appeal which may be made by the complainant or the accused to the President of EACC.

Both students and employees who wish to report an incident of sexual misconduct, file a charge through the informal process, or file a charge through the formal process should contact EACC's Director of Advising and Counseling, Errin James, Office 113, Student Services Complex, Betty Jo Hodges Building, EACC Campus, Forrest City, (870) 633-4480, ext. 252 or at ejames@eacc.edu.

V. Records

All original records of the final disposition of an informal or formal complaint will be forwarded to and kept by the President of EACC. These are confidential and not made available to unauthorized persons except upon written consent of the accused student or employee or in response to legal process; or on the request of a panel in a subsequent action. While written notification of the proceeding outcomes shall be provided to both the complainant and the accused, identifiers will be removed and the institution reserves the right to withhold disclosure of specific remedies for the complainant.

No records will be kept in the complainant's personnel or student file. If the accused is found guilty in a formal hearing, an appropriate notation will be placed in that student's or employee's file.

Anonymous reports of rape or attempted rape will be forwarded to the Vice-President for Student Affairs for statistical purposes.

VI. Retaliation

Retaliation against anyone reporting or thought to have reported sexual offense behaviors is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge or informal complaint of a sexual offense is substantiated. Encouraging others to retaliate also violates the policy.

VII. False Reporting

False reporting will not be tolerated at EACC. False reporting of sexual discrimination or any retaliation against a person who reports, files, testifies, assists or participates in the process is strictly prohibited and will result in appropriate action as specified in the Student Handbook and the Faculty/Staff Handbook.

VIII. Membership of the Judicial Affairs Committee

Organization: There shall be a Judicial Affairs Committee composed of five members: two full-time instructional faculty, one Student Affairs staff member; one administrator, and one classified staff member. The committee will be appointed by the President on an as needed basis.

The Judicial Affairs Committee will be appointed by the College President and will serve on an as needed basis.

Jurisdiction: This committee is charged with hearing appeals of students or employees who maintain they have been unfairly accused of violating a college regulation or policy including, but not limited to, charges of sexual misconduct. This committee is not intended to replace other similar committees that may be authorized to investigate other actions such as grievances, academic/financial aid appeals, etc.

Decisions: The decisions of the Judicial Affairs Committee may be appealed to the President. The decision of the President shall be final.

IX. Duties of the Judicial Affairs Committee

1. The receipt of complaints from the Title IX Coordinator;
2. The notification of the accused of the allegation(s), which shall be accomplished by forthwith mailing a copy of the complaint by United States first class mail, postage prepaid, to the accused at the address contained in the records of the college or other delivery resulting in a signed receipt;
3. The notification of the President of the filing of this complaint;
4. The coordination of all preliminary procedures as outlined in the Sexual Misconduct Checklist included herein;
5. Such other administrative acts as may be appropriate.

In the event the Committee deems the accused to be an immediate threat to the complainant or others, the appropriate Vice President, in concert with the Title IX Coordinator, may take appropriate action by implementing interim measures for the preservation of safety and peace.

STUDENT EVALUATION OF INSTRUCTION

At the end of each semester, students at East Arkansas Community College will complete a Student Evaluation of Instruction form to comply with state requirements. Concurrent credit students also participate in this evaluation process. The EACC Faculty Evaluation is listed below the evaluation instructions.

To complete the evaluation, each faculty member will read the following instructions to each class.

1. Place the faculty member's ID number in the right hand corner of the form.

2. A Likert Scale will be used on the evaluation tool and will consists of Strongly Agree, Agree, Disagree, Strongly Disagree and N/A.
3. Students should read each question carefully and blacken the appropriate box.
4. Please us a No. 2 pencil.
5. Students should make comments in the space provided on the back of the form.
6. **Do Not Write Your Name** on the Evaluation Form.
7. The instructor will not be present in the room when students are completing the evaluation form.
8. The results of the evaluation will not affect the student's grade.
9. Completed evaluation forms will be collected and placed in an envelope, sealed, and taken the Office of the Vice President for Academic Affairs or to the high school office.
10. The Director of Concurrent Enrollment will retrieve the forms from the high school office.

EAST ARKANSAS COMMUNITY COLLEGE FACULTY EVALUATION

1. Presents course material in an organized manner.
2. Shows knowledge of the subject matter.
3. Covers material, which meets course goals.
4. Encourages a feeling of respect within the classroom.
5. Makes assignments that increase understanding of subject matter.
6. Presents assignment clearly.
7. Uses a variety of methods in presenting materials when possible.
8. Encourages students to develop ideas and opinions based on course material.
9. Encourages questions and comments from students.
10. Shows enjoyment of the subject matter.
11. Tests and grades fairly over course material.
12. Returns assignments and/or exams quickly.
13. Gives enough tests and assignments to make a fair evaluation.
14. Presents ideas in a clear manner.
15. Is available to meet with students during office hours and by appointment.
16. Does not show favoritism when dealing with students.
17. Is usually on time.
18. Almost always uses the entire class period.
19. Speaks English clearly and understandably.

20. My expectations for this course have been met.

21. My instructor has facilitated learning in this course.

Comments:

1. What do you like best about this course?

2. How can the faculty member improve his/her instruction and/or this course?

3. Other comments:

CELL PHONE POLICY

This policy applies to students during class time or when they are utilizing other college facilities such as the Computer Center, Library, Learning Center or other similar areas where others could be disturbed.

The cell phone policy shall be as follows:

1. The use of cell phones, hands-free cellular devices or other wireless communication devices for personal calls, text messages or other communications (including accessing the internet) during class time should be prohibited. Hands-free wireless devices, such as Bluetooth headsets, should not be worn during class time.
2. Excessive use of cell phones or similar devices may result in disciplinary action.
3. All students should turn off or silence their cell phones and similar communication devices during class time. Students should not engage in cellular phone calls, text messaging, or other usage of cellular phones and similar devices during class time, except in an emergency.

Contact Information for the EACC Concurrent Liaison:

Dana Haven Crisp, Director of Concurrent Enrollment/
EastArkansas Secondary Career Center
1700 Newcastle Road
Forrest City, AR 72335
Phone: 870-633-4480x344
Fax: 870-633-7222
Email: dcrisp@eacc.edu

Appendix A

East Arkansas Community College

Placement Test Score Table

ENGLISH AND READING SCORES			
Test scores must be met in both English and Reading to enroll in LAN 0973 or ENG 1013			
Course	ACCUPLACER Classic	Next-Gen ACCUPLACER	ACT
LAN 0966 Language Enhancement I	English: 60 or below Reading: 69 or below	Writing: 200-234 Reading: 200-234	English: 15 or below Reading: 15 or below
LAN 0973 Language Enhancement II (MUST co-enroll in ENG 1013)	English 61-84 Reading 70-79	Writing: 235-259 Reading: 235-259	English: 16-18 Reading: 16-18
ENG 1013 English Composition I (no LAN course required)	English: 85 or above Reading: 80 or above	Writing: 260-300 Reading: 260-300	English: 19 or above Reading: 19 or above
MATH SCORES			
Course	ACCUPLACER Classic	Next-Gen ACCUPLACER	ACT
	Algebra Test	QAS	Math Test
MTH 1073 Math Apps I (Must co-enroll in MTH 0973) OR MTH 1083 Technical Math	30 or below	200-223	14 or below
MTH 1073 Math Applications I	31-65	224-236	15-16
BUS 1023 College Business Math	66-79	237 -300	17 or above
MTH 1113 College Algebra OR MTH 1213*Quantitative Literacy (Must co-enroll in MTH 1093)	66-79	237-249	17-18
MTH 1113 College Algebra OR MTH 1213*Quantitative Literacy	80 or above	250-300	19 or above

Appendix B

East Arkansas Community College

Academic Calendar 2019-2020

FALL 2019

New Student Orientation.....	August 6 (T)
Faculty Report to Campus.....	August 12 (M)
Advising/Registration Continues.....	August 12–16 (M – F)
Classes Begin.....	August 19 (M)
Late Registration for on Campus Classes.....	August 19–23 (M – F)
Late Registration for Online Classes	August 19– 30 (M – F)
Labor Day Holiday (College Closed)	September 2 (M)
Census Day (11 th Class Day)	September 3 (T)
ACC Break (No Classes)	October 14, 15 (M – T)
Mid-Term Grades Submission Deadline.....	October 14 (M)
Last Day to Drop with an Automatic “W”	October 28 (M)
Priority Registration for Spring 2020 Begins.....	November 4 (M)
Last Day to Drop.....	November 19 (T)
Thanksgiving Break for Classes	November 27 – 29 (W – F)
Thanksgiving Holiday (College Closed).....	November 28 - 29 (R – F)
Last Day of Regular Classes (Day & Evening)	December 2 (M)
Final Exams.....	December 3-9 (T- M)
Grades Due by 12:00 p.m.....	December 10 (T)
College Closed.....	December 23 – January 1 (M-W)

SPRING 2020

Staff Report to Campus.....	January 2 (R)
Faculty Report to Campus.....	January 6 (M)
Advising/Registration Continues.....	January 6 – 10 (R – F)
Classes Begin.....	January 13 (M)
Late Registration for on Campus Classes	January 13 - 17 (M – F)
Late Registration for Online Classes	January 13 - 24 (M – F)
Dr. Martin Luther King, Jr. Holiday (College Closed).....	January 20 (M)
Census Day (11 th Class Day)	January 28 (T)
Deadline for Spring 2020 Commencement.....	March 9 (M)
Mid-Term Grades Submission Deadline.....	March 9 (M)
Last Day to Drop with an Automatic “W”	March 19 (R)
Spring Break (No Classes).....	March 23 - 27 (M – F)
Priority Registration for Summer & Fall 2020 Begins	April 6 (M)
Last Day to Drop a Class.....	April 14 (T)
Last Day of Regular Classes (Day & Evening)	April 27 (M)
Final Exams.....	April 28-May 4 (T-M)
Grades Due by 12:00 p.m.....	May 5 (T)
Commencement	May 8 (F)
Advising and Registration for Special Early Summer Term Classes Continues.....	May 4-8 (M-F)
Special Early Summer Term Classes Begin.....	May 11 (M)

SPECIAL EARLY SUMMER TERM 2020 (7 WEEKS)

Advising and Registration Continues	May 4-8 (M-F)
Classes Begin	May 11 (M)
Late Registration for Special Early Summer Term Classes Continues.....	May 11-13 (M-W)
Census Day (11 th Day Equivalent)	May 18(M)
Last Day to Drop with an Automatic "W"	June 10 (W)
Last Day to Drop a Class.....	June 11 (R)
Last Day of Regular Classes	June 24 (W)
Final Exams (Day & Evening)	June 25 (R)
Grades Due by 12:00 p.m.....	June 26 (F)

SUMMER I 2020 (5 WEEKS)

Advising & Registration Continues.....	May 18-22 (M – F)
Memorial Day Holiday (College Closed).....	May 25 (M)
Classes Begin	May 26 (T)
Late Registration	May 26-27 (T-W)
Classes meet on Friday.....	May 29 (F)
Census Day (11 th Day Equivalent)	May 29 (F)
Last Day to Drop with an Automatic "W"	June 4 (R)
Last Day to Drop a Class.....	June 11 (R)
Classes meet on Friday.....	June 12 (F)
Last Day of Regular Classes for Summer I and Early Summer Terms (Day & Evening)....	June 24 (W)
Final Exams (Day & Evening)	June 25 (R)
Grades Due by 12:00 p.m.....	June 26 (F)

CLASSES WILL MEET ON FRIDAY May 29 and June 12.

SUMMER I 2020 (10 WEEKS)

Advising & Registration Continues.....	May 18-22 (M-F)
Memorial Day Holiday (College Closed).....	May 25 (M)
Classes Begin	May 26 (T)
Late Registration	May 26-29 (T-F)
Census Day (11 th Day Equivalent)	June 1 (M)
Independence Day Holiday (College Closed)	July 3 (F)
Last Day to Drop with an Automatic "W"	July 16 (R)
Last Day to Drop a Class.....	July 23 (R)
Last Day of Regular Classes (Day & Evening)	July 29 (W)
Final Exams (Day and Evening)	July 30 (R)
Grades Due by 12:00 p.m.....	July 31 (F)

SUMMER SESSION II 2020 (5 WEEKS)

Advising & Registration Continues.....	June 22-30 (M-T)
Classes Begin	July 1 (W)
Late Registration	July 1-2 (W-R)
Independence Day Holiday (College Closed)	July 3 (F)
Census Day (11 th Day Equivalent)	July 7 (T)
Classes meet on Friday.....	July 10 (F)
Last Day to Drop with an Automatic "W"	July 16 (R)
Classes meet on Friday.....	July 17 (F)
Last Day to Drop a Class.....	July 23 (R)

Classes meet on Friday..... July 24 (F)
 Last Day of Regular Classes (Day & Evening) July 29 (W)
 Final Exams (Day and Evening)July 30 (R)
 Grades Due by 12:00 p.m..... July 31 (F)
CLASSES WILL MEET ON FRIDAY July 10, July 17, and July 24.

Appendix C

Concurrent Enrollment Checklist & Forms EastArk Secondary Career Center

Items needed for enrollment:

- ❑ Concurrent Enrollment Form
- ❑ EACC Admissions Application
- ❑ Release of Information
- ❑ Circle N Market Grant Application (if applicable)
- ❑ Most up to date Transcript (please attach)
- ❑ Shot Records (please attach)
- ❑ Placement Test Scores- ACCUPLACER/ACT (please attach)

Items needed to Drop courses:

- ❑ EACC Concurrent Enrollment Drop Form

Information for Transfer Credit:

- ❑ Transfer Degree Plans for Associate Degrees

Arkansas Course Transfer System (ACTS) - The Arkansas Course Transfer System (ACTS), students, parents, and school personnel may view how general education courses transfer among Arkansas' public colleges and universities by selecting the appropriate institutions from the list provided. (See page 14)

Link to ACTS: <http://acts.adhe.edu/>

- ❑ Transcript Request - Transcript request forms are available in the Hodges Student Services Building and at the College's website. Students MUST request...NOT parents, instructors, etc. (www.eacc.edu/information/forms/forms.htm). There is no fee to obtain a transcript. Students may also obtain a transcript by mailing or faxing (870) 633-3480 a written request. (See page 14)

Placement Testing - ACCUPLACER:

- ❑ Learning Express - Visit the EACC Library or log on to a computer, and enjoy free, unlimited access to interactive skill-building courses and a broad range of practice tests based on such official exams as the ACT, SAT, GED, ASVAB, Firefighter, Police Officer, Paramedic, EMT Basic, U.S. Citizenship, Postal Worker, Cosmetology, Real Estate Agent & Broker Exams. This valuable service is available 24/7 from any internet-enabled computer—in your library and even from your home!

Link to Learning Express:

<http://www.learningexpresshub.com/productengine/LELIndex.html#/learningexpresslibrary/libraryhome?AuthToken=46BF4BA7-C29A-4A58-A8CD-4C76E4D78EB6>