

EAST ARKANSAS COMMUNITY COLLEGE

1700 Newcastle Road
Forrest City, AR 72335-2204
870-633-4480 or toll-free 877-797-EACC
FAX- 870-633-7222

EACC.edu



MISSION

We provide affordable, accessible learning opportunities to promote student success and strengthen our community.

General Catalog and Student Handbook 2019-2020 Volume XXXVIII

Accreditation and Affiliations

East Arkansas Community College is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.

East Arkansas Community College's Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). East Arkansas Community College's Paramedic Program received accreditation in May of 2010. The address of the CAAHEP is 1361 Park Street, Clearwater, Florida 33756. The telephone number is (727) 210-2354. The web address is <http://www.caahep.org>.

East Arkansas Community College's Paramedic Program is also accredited by the Commission on Accreditation for Emergency Medical Services Programs (CoAEMSP). The address of CoAEMSP is 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088. The telephone number is 214-703-8445. The web address is <http://www.coaemsp.org>.

East Arkansas Community College's Associate Degree Nursing Program is in candidate status with the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road, NE, Suite 500, Atlanta, Georgia, 30326., 404-975-5000 and approved by the Arkansas State Board of Nursing, 1123 South University, Suite 800, Little Rock, AR 72204, 501-686-2700.

East Arkansas Community College is approved by the Arkansas Department of Higher Education, and the institution is also a member of the American Association of Community and Junior Colleges. Transfer of credit courses or programs is generally acceptable at most other colleges and universities in the state and nation.

The College is also approved by the State Approving Agency for Veterans for persons eligible for educational benefits under the G.I. Bill.

Policy Statement

The information and policies contained in this bulletin are subject to change at any time without published notice. Such changes may result from action by the Federal and State governments, the Board of Trustees of East Arkansas Community College, or the College administration.

Equal Opportunity, Affirmative Action, Non-discrimination

East Arkansas Community College is committed to provide equal opportunity through its employment practices, educational programs, admissions policies, scholarship and loan programs and services it offers to the community. The College will make personnel decisions and offer programs that will foster educational opportunities without regard to race, religion, color, national origin, age, gender, pregnancy status or disability of qualified handicapped persons. Inquiries regarding provisions for students with disabilities should be addressed to the American Disabilities Act Coordinator, Hodges Building, 633-4480, ext. 304.

Message From the President:

Welcome! On behalf of the Board of Trustees, staff, faculty, and your fellow students, I thank you and congratulate you on your choice to attend East Arkansas Community College. We strongly believe that our career-ready and transfer-ready programs provide students with the best and most economical education available, complemented by the highest degree of personal service. We are small but mighty, and we care deeply about our students.

Our merger with Crowley's Ridge Technical Institute has resulted in an institution that is better than ever. In creating one merged institution, we combined the best of both. All programs continue in the new institution, offering students the opportunity to select from a diverse menu of options when developing their educational plans.

In preparation for Academic Year 2019-2020, all degree and certificate programs have improved. Some have received new equipment, improved classroom and lab spaces, additional faculty, or other improvements. This has allowed us to provide the greatest range of educational opportunities ever available in our service area.

In addition to academics, we offer many programs and services designed to support students in their efforts to achieve a better life, and we hope you will take advantage of the many resources available on our campus on your journey to graduation.

As you continue to learn and grow this academic year, I ask that you take a moment to reflect on how we can best be of service in assisting you in achieving your goals. We are learning and growing together, and without your input we cannot serve you as well as we would like to serve you. We are listening, because we have learned that we are stronger together. Again, welcome, on behalf of the entire EACC community. I'm glad you're here!

Dr. Cathie Cline, EACC President



EAST ARKANSAS COMMUNITY COLLEGE BOARD OF TRUSTEES

Judge Ann Beane Hudson, Chair

Buddy Billingsley, Vice Chair

Jan C. Haven, Secretary

Willie Smith, Treasurer

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Kevin Lewey

Al Miller



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) |

Academic Calendar may be subject to change.

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.

Academic Calendar may be subject to change.

WHERE TO GO FOR ASSISTANCE

ACADEMIC AFFAIRS

Administration Building

- To discuss academic matters
- To request schedule overload or override
- To reserve space for organizational meetings

ACADEMIC ADVISORS' OFFICES

Faculty Office Buildings 4, 5, 6, 7

- To plan schedule and register for next term
- To drop or add classes
- To receive major/degree information
- To discuss graduation requirements and/or degree audit
- To receive info about credit by examination/ experience

ADMISSIONS, REGISTRATION, AND RECORDS

Hodges Student Services Complex

- To inquire about admission
- To receive a current catalog or class schedule
- To obtain a transcript or view grades
- To make address or name changes
- To obtain transcript evaluation
- To obtain a drop, add or withdrawal form

BOOKSTORE

Student Center

- To purchase books, computer disks, supplies, clothing items

BUSINESS OFFICE

Office Building 1

- To request refunds
- To receive financial aid disbursements
- To make arrangements for payment plans

CAREER PATHWAYS PROGRAM

Office Building 3

CASHIER

Student Center

- To pay tuition and fees
- To pay for a transcript
- To pay matriculation fee
- To pay for dropping or adding a class

FINANCIAL AID OFFICE

Hodges Student Services Complex

- To inquire about financial assistance (loans, grants, scholarships, work-study and/or tuition waivers)

STUDENT ACTIVITIES

Student Center

- To receive a parking permit
- To ask about and sign up for activities
- To sign up for intramural sports
- To become an EACC Ambassador
- To become a member of the M-MAP Program
- To become a member of Diverse Women

COUNSELING CENTER

Hodges Student Services Complex

- To inquire about ACT Residual and CLEP tests
- To take the ACT Residual or ACCUPLACER Next Generation placement examsgr
- To register for first semester at EACC
- To discuss career opportunities
- To decide on college major
- To receive advisor assignment
- To receive information about transfer colleges
- To inquire about veterans benefits
- To discuss ANY problem
- To receive information about accommodation for students with disabilities

STUDENT AFFAIRS

Administration Building

- To discuss any problems
- To place organizational events on activity calendar
- To place posters on bulletin boards
- To inquire about organizations or clubs
- To report any student misconduct or emergency
- To request student insurance

STUDENT SUPPORT SERVICES

Hodges Student Services Complex

- To inquire about tutoring services
- To obtain assistance with academic courses
- To work with a mentor
- To arrange for a visit to a four-year school

COMMUNITY EDUCATION & WORKFORCE DEVELOPMENT

Learning Resource Center

- To receive on Community Education programs for students of all ages.
- To receive information on customized training opportunities for businesses and industries.

THE LEARNING CENTER

Hodges Student Services Complex

- To receive free tutoring

LIBRARY

Learning Resource Center

- To utilize the multimedia lab
- To obtain resources and do research
- To obtain a student identification card
- To access the Internet
- To make copies

EASTERN ARKANSAS LITERACY PROJECT

- Learning Resource Center- Room L101

GENERAL INFORMATION

MISSION

We provide affordable, accessible learning opportunities to promote student success and strengthen our community.

VISION

Through our service as an academic and economic leader, we will empower students and our community to succeed through business and industry partnerships, cultural enrichment, and educational programming.

ROLE AND SCOPE

East Arkansas Community College (EACC) is a comprehensive two-year college dedicated to meeting the educational needs of its service area. The College is dedicated to being a partner, a resource, a facilitator, and a leader for social and economic improvement and continued growth of our community, region, and state.

East Arkansas Community College offers an education program including, but not limited to, technical occupational programs, freshman and sophomore general education transfer programs, specialty courses, continuing education courses, and workforce development to meet the needs of the emerging and existing industries. EACC offers both certificate and associate degree programs as well as non-credit training to accomplish this purpose and to support state and regional economic development goals.

The college offers a variety of courses and services to support business and industry and economic needs of our state and region. EACC is a student-centered college focused on meeting the learning needs of the student through strong counseling, guidance, and comprehensive support services. East Arkansas Community College is supported by a millage in its taxing district of St. Francis County. It is governed by a nine (9) member Board of Trustees whose members are appointed by the Governor from among the citizens of the taxing district.

DIVERSITY STATEMENT

East Arkansas Community College is committed to supporting and celebrating a diverse community of learners and promotes an educational environment that is inclusive, responsive, and supportive of each and every student, faculty member, and staff member. EACC seeks to promote diversity in its many forms, which includes but is not limited to race, ethnicity, place of origin, socioeconomic status, gender, gender identity, sexual orientation, religion, and (dis)ability. The college embraces differences and appreciates the varied perspectives and experiences that exist in an ever-increasing globalized and interconnected community. EACC encourages all campus community members to share in the responsibility for cultivating a meaningful learning environment wherein differences are valued and inclusivity practiced.

ACADEMIC CORE COMPETENCIES/ INSTITUTIONAL LEARNING OBJECTIVES

The faculty, staff, and students at East Arkansas Community College identified four institutional learning objectives (ILOs), known as core competencies that every EACC student should master before graduation. Those four competencies are the core to the educational goals of the college and every program is evaluated using the following core competencies.

The first core competency is communication. It is expected that every graduate of East Arkansas Community College will be able to communicate effectively and clearly. The EACC graduates will have demonstrated the ability to comprehend the written works, write in a clear and effective manner, listen and effectively comprehend the spoken word, and organize their ideas and clearly convey those ideas through speech and oration.

The second core competency is critical thinking. Every graduate of EACC will demonstrate the ability to analyze information, interpret graphical and numerical data, demonstrate information fluency, and effectively solve problems.

The third core competency is personal and global awareness. Every graduate of East Arkansas Community College will demonstrate the ability to effectively evaluate their personal knowledge and abilities, learn the appropriate social skills to be successful in their careers and in life, and be able to manage their personal health and wellness effectively. Every graduate will also have a greater appreciation for the arts and sciences, and will have been given the tools to understand the importance of and to cultivate an appreciation for diversity and global issues.

The fourth core competency of EACC academics is academic proficiency and professional development. It is the goal of East Arkansas Community College to have every graduate of the college demonstrate a practical application of the knowledge learned, to master an adequate amount of technology and computer skills to be successful in their chosen field and in life, to acquire the workplace skills necessary for future success, to develop and maintain a professional attitude, and to become motivated to pursue life-long learning. These abilities are needed to insure professional success in the workplace and in future endeavors.

Every student that successfully learns these four core competencies will have the tools to succeed and flourish in their future education, their jobs, and their life after EACC.

LOCATION

East Arkansas Community College is located atop Crowley's Ridge just off Highway 284 (also known as Crowley's Ridge Road and Newcastle Road). The campus lies within the city limits of Forrest City. Arkansas Highway 1, U.S. Highway 70, and U.S. Interstate 40 (Exit 242) provide easy access to the campus.

HISTORY

East Arkansas Community College's history begins in 1967 with the creation of Crowley's Ridge Vocational Technical School and continues until today following the Higher Learning Commission's final approval of the merger of EACC and Crowley's Ridge Technical Institute (CRTI), in February 2018.

In the late 1960s, residents of St. Francis County sought to create both a technical school and a community college. Crowley's Ridge Vocational Technical School was created during the development of public postsecondary vocational technical schools in Arkansas. In 1966, construction of a building on Newcastle Road was approved by the State Board of Vocational Education, and the building site was donated by the Forrest City Chamber of Commerce. The vocational school's first official students were accepted in September 1967, and six programs were offered.

In June 1969, to fulfill the goal of establishing a community college in the area, the Crowley Ridge Community College Corporation received its charter. In April 1971, Mrs. Ed (Betty Jo) Hodges donated \$25,000 to the organization, allowing the group to purchase 40 acres of land located just north of Crowley's Ridge Vocational Technical School.

In August 1973, the Arkansas Board of Higher Education announced that St. Francis County had met all the requirements and criteria for the formation of a community college district. On November 8, 1973, voters approved the proposal, which included a 4-mill tax to finance construction of East Arkansas Community College. Governor Dale Bumpers appointed nine members to the Board of Trustees, and college representatives officially took office on December 13, 1973. On August 26, 1974, classes opened in a temporary facility in downtown Forrest City. Also in 1974, the newly appointed board authorized construction of 11 buildings at a cost of \$1.5 million at the College's current site at 1700 Newcastle, contiguous to the vocational school. Classes began at the new campus in August 1975. In 1979, EACC was accredited by its regional accreditor, what is now known as the Higher Learning Commission.

In 1992, Crowley's Ridge Vocational Technical School was approved by the State Board of Workforce Education to become a technical institute, and the name was officially changed to Crowley's Ridge Technical Institute. In 2003, CRTI was accredited by the Council on Occupational Education (COE).

Over the years, EACC's campus continued to grow with significant improvements to buildings and additions of new facilities including new classroom buildings, a music building, a lecture hall, expansion of the physical education building, the addition of a Computer Education Center, the Learning Resource Center, and the Betty Jo Hodges Student Services Complex. In 2005, EACC began offering classes in Wynne in the Technology Center for the Delta/Bill Thomas Building. In 2010, following a successful capital campaign, EACC opened the Fine Arts Center, one of Arkansas' only 'Class A' performance facilities. EACC began offering courses at the Transportation and Technology Building on Highway 1 in Forrest City in 2011, and in the spring of 2013, EACC completed construction of a new Allied Health Building.

In 2017, the Arkansas State Legislature introduced a bill (Act 636) that paved the way for East Arkansas Community College and Crowley's Ridge Technical Institute to consolidate. In August 2017, East Arkansas Community College and Crowley's Ridge Technical Institute officially merged to become a single institution.

In January 2018, a new President was appointed and a new institution began to emerge under the theme "Stronger Together." The Higher Learning Commission notified the institution that on February 22, 2018, the HLC Board of Trustees officially approved the merger. On May 17, 2018, the EACC Board of Trustees approved revised mission and vision statements to represent the newly combined institution:

MISSION: We provide affordable, accessible learning opportunities to promote student success and strengthen our community.

VISION: Through our service as an academic and economic leader, we will empower students and our community to succeed through business and industry partnerships, cultural enrichment, and educational programming.

The uniquely blended comprehensive community college continues to provide high-quality postsecondary education in an efficient and cost-effective manner, as it has for more than 50 years.

ADVENTURE TRAINING CENTER

The Adventure Training Center at EACC features a state-of-the-art, outdoor challenge course that provides the ultimate training experience for teambuilding and leadership development. Participants strengthen their communication and problem solving skills while developing their leadership potential through adventure-based experiential programming. Training sessions are tailored to meet the specific needs, desires, and physical abilities of any group. For more information, please call 870-633-4480 ext. 356.

COMMUNITY EDUCATION AND WORKFORCE DEVELOPMENT

EACC offers a variety of non-credit, lifelong learning Community Education and Workforce Development programs. Designed to improve the quality of life and stimulate the economy, the programs provide cultural and educational opportunities for the community, as well as quality workforce training opportunities for area businesses and industries. For more information, call 870-633-4480, ext. 333.

EASTARK SECONDARY CAREER CENTER

Eastark Secondary Career Center is located on the East Arkansas Community College Campus. The Center was created in 2004 through a collaborative effort by EACC, area school districts, and the Arkansas Department of Workforce Education. The Center provides area high school students with unique opportunities to pursue career programs, receive high school credit and possibly college credit. The Eastark Secondary Career Center enables students to gain hands-on training in a variety of technical fields. The ESCC provides students with quality career oriented programs of study, assists them in making wise career choices, and prepares them for the work day world.

EACCALERT

EACC offers an emergency alert text messaging service for currently enrolled students, faculty, and staff. This optional service will only be used to announce a critical alert such as an unscheduled college closing or a delay or cancellation of classes due to unforeseen events such as inclement weather. There is no charge for signing up; however, your cell carrier's standard text messaging rates will apply. Your user name will be your EACC email address.

The eaccALERT text messaging service is just one of the methods the College will utilize to communicate emergency information to students, faculty, and staff. EACC will continue to use a variety of other communication methods as appropriate, including email, class announcements, telephone system alerts, etc. To sign up for this important service visit the EACC website at www.eacc.edu and click on Services, then the eaccALERT link to get started.

For more information about emergency procedures and policies at EACC, please visit the EACC website at www.eacc.edu and click on About EACC, then Emergency Procedures booklet.

Weather conditions may cause the off-campus sites to be closed at various times during the year. As a rule, EACC off-campus classes follow the same schedule as the respective local school systems. Should a situation arise during the normal work day, the decision to cancel classes at each off-campus site will be made at the earliest possible time. The decision will be communicated to area radio and television stations.

EASTERN ARKANSAS LITERACY PROJECT

The Eastern Arkansas Literacy Project, headquartered in the Learning Resource Center, serves all low-level readers as well as non-English speaking students interested in attending classes for English as a Second Language in the counties of Cross, St. Francis, and Lee. Volunteer literacy councils have been established in Cross and St. Francis to recruit students and train volunteer tutors. For additional information in becoming a volunteer tutor or if you would like assistance in reading or English as a Second Language, please call 633-4480 ext. 250.

FINE ARTS CENTER

The EACC Fine Arts Center is an important component of the cultural landscape of Eastern Arkansas. Since the Center's opening in April of 2010, patrons and visitors have discovered a unique facility designed to meet the diverse needs of both the performing arts and the community. The 33,000 square foot Center is designated as a 'Class A' performance hall and is currently one of only three located in the state of Arkansas. Features include a 1,100 seat Auditorium, a 2,900 square foot state-of-the-art Stage, a large Banquet Hall and Catering Kitchen suitable for hosting meetings, banquets, receptions, seminars and more, a Black Box Theater, and an Art Gallery for art exhibitions. The building design provides flexible seating options to accommodate many different seating and table configurations as well as hosting multiple events at the same time. For additional information regarding the facility or performances and events, call 870-633-4480, ext. 352.

ONLINE LEARNING AT EACC

Online courses provide flexibility for students who may not be able to come to campus. Online classes have the same rigor as face-to-face classes, but extend learning beyond the traditional classroom, making education available to students requiring a flexible schedule.

Using the Blackboard learning management system, students can access course materials, take quizzes, communicate with faculty, and interact with fellow learners from the privacy of their own space at the times their schedule allows.

For a full list of EACC's online courses, see the Course Schedule at the College website: www.eacc.edu.

ADULT EDUCATION

The mission of the Adult Education Program at East Arkansas Community College is to provide adult learners with the mechanisms to improve and refine their academic skills, attain the Arkansas High School Diploma, and the life skills which prepare the citizen for self-sufficiency and improvement in the quality of life.

The East Arkansas Community College (EACC) Adult Education Center offers to interested students an opportunity to complete or enhance their education. The program is designed for adults (18 years of age or older)

to accomplish the following:

- Achieve a high school equivalency diploma (currently General Education Development - GED®)
- Learn English
- Upgrade academic skills for college entrance exams
- Refresh academic skills to gain employment

The Adult Education Center is fully approved and funded by the Arkansas Department of Career Education, Adult Education Section. There is no tuition fee. The length of the program will be determined by the individual student need.

The Adult Education Centers students may be eligible for WIOA benefits, Department of Health and Human Services benefits, unemployment benefits, etc. while attending classes. More information on these benefits is available from the individual agency.

Enrollment Policy

Adult Education programs may reserve the right to serve only persons eighteen (18) years or older or limit the number of students below the age of eighteen (18) that are accepted. Adults age eighteen (18) or older may enroll at any time by coming to the Adult Education Center located at EACC's Technical Instruction Center at 1700 Newcastle Road, Forrest City, Arkansas.

In accordance with Acts 30 and 31 of 1994 (enacted in the Second Extraordinary Session, August 1994, and Acts 572 and 837 of 1995 enacted in the Eightieth General Assembly, March 1995), adult education programs reserve the right to decide whether or not to enroll persons sixteen (16) or seventeen (17) years of age. EACC Adult Education Center's Policy specifies the following:

- Enrollment may be denied to 16 or 17 year olds who are currently suspended from public school or other adult education programs.
- Enrollment may be denied if the enrollment paperwork is not satisfactorily completed.
- Enrollment may be denied if past behavior is determined to be a threat to the safety and learning environment of the school (according to Adult Education Policy & Procedures Manual).

Note: 16, 17, and 18 year olds have to take and pass the state required civics exam before any Official is administered. For further information concerning enrollment of these students, contact East Arkansas Community College Adult Education Center.

Attendance Policy

The Adult Education Department does not have a specific attendance policy for adults for open-entry/open-exit classes. However, students are expected to attend class the number of hours that specific agencies, such as the Department of HHealth and Human Services, probation and juvenile programs, etc. require. Students referred by agencies who require specific attendance will be required to work out a schedule with their instructors, and are expected to attend each day that they are scheduled with their

instructors. Attendance policy for managed enrollment classes are Monday through Thursday, six (6) hours per day. Duration of managed enrollment classes are dependent on the type of classes being taught.

There is a specific attendance policy for sixteen (16) and seventeen (17) year old students (youth). These youth are required by law to attend 20 hours each week until they complete the program by passing the high school equivalency examination or reaching their eighteenth (18) birthday. A schedule of attendance is determined jointly by the student, parent, and Adult Education staff. For further information concerning attendance, call the Adult Education Department at 870-633-5411 ext. 122.

Participation of youth (16 – 17 years old) in the EACC Adult Education Center will be contingent upon the following:

1. The student and parent/guardian must agree to have attendance, behavior, and progress monitored as required by the program.
2. Upon acceptance into the adult education program, an Individual Education Plan will be completed for the student based on the results of the TABE (Test of Adult Basic Education) enrollment exam. The student must have satisfactory progress as determined by their instructor and/or staff based on their educational gains.
3. Students must attend a minimum of 24 hours per week as determined by their schedule of attendance upon enrollment.
4. Weekly academic progress and attendance reports will be sent to the educational institution or juvenile court.
5. Students attending less than the required number of hours will be placed on attendance probation the first time. If the student does not maintain appropriate attendance, he/she is subject to separation from the program.

Denial of Participation

East Arkansas Community College Adult Education reserves the right to deny continued participation of students who disrupt classes or who violate attendance policies or any other policy established by the Center.

Class Descriptions: EACC Adult Education Arkansas High School Diploma:

Adult Education provides a means whereby out-of-school individuals may reach at least the level of high school completion and receive the Arkansas High School Diploma. Curriculum covers each of the four areas that are included on the GED® Tests:

- Reasoning Through Language Arts
- Mathematical Reasoning
- Science
- Social Studies

Other offerings include:

- **Developmental Education Enhancement** provides a review of academic areas for the high school graduate in need of upgrading skills to enter higher education or the workforce.

- **Distance Education** is a formal learning activity that allows eligible students to receive some of their instruction through a variety of media outlets outside the traditional classroom. All Distance Education activities are monitored by one of the Distance Education instructors.
- **Employment & Training (E&T)** serves adults that receive supplemental nutrition assistance, who are between the ages of 18 and 49 years. The purpose of E&T is to assist Supplemental Nutrition Assistance Program, (SNAP), in receiving educational skills that may lead to a job. All referrals to the program are made through the AR Department of Human Services.
- **English as a Second Language (ESL)** allows adults to learn to speak, read, and write English for their second language.
- **Workplace Classes** are arranged with local businesses or industries to upgrade employees' education needed on the job.

Official GED® Examination

The Official GED® Examination is given at East Arkansas Community College Adult Education Testing Center. A passing practice test (GED Ready™) score is required by Arkansas before the Official GED® test may be taken. The GED Ready™ test must be administered at an approved Adult Education Center.

To receive an Arkansas High School Diploma an examinee must attain a score of 145 or above on each of the four test areas. Qualified individuals will receive an Arkansas High School Diploma from the State of Arkansas. Transcripts and/or duplicate diplomas for tests test may be requested from the state GED® administrator. Forms are available from the EACC Adult Education Center.

Check with the Adult Education Center for current costs and other information concerning GED testing.

General Requirements for GED® Testing

The GED® test may be administered to eligible test-takers only. Individuals must be at least sixteen (16) years of age and not currently enrolled in an accredited high school.

- Test-takers must present proof of positive identification that show name, date of birth, address, signature and photograph. Valid drivers' licenses, passports, military, or other forms of government-issued (national and foreign) identification that shows required information are all acceptable forms of identification.
- Test-takers must be legal residents of Arkansas. The term "legal resident" has been clarified by the Arkansas Department of Career Education to mean a person who spends most of his/her time in Arkansas, who pays property taxes, or who possesses a valid Arkansas driver's license.

Adult Education students who have successfully completed their GED® are invited and encouraged to participate in the graduation ceremonies at EACC.

