

ACADEMIC INFORMATION

REGISTRATION PROCEDURES

Academic advisors are considered an important part of the students' educational process and advisors play a collaborative role in student success. Thus, all new, degree-seeking students are required to visit with an advisor/counselor, located in the Hodges Student Services Complex on the main campus of EACC. Prospective or admitted students may also contact advising@eacc.edu for assistance. Visiting students who do not plan to earn a degree at EACC may contact the Director of Advising and Counseling for advising assistance.

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

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

ACADEMIC LOAD

Fall and Spring Terms

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

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

Summer Terms

During each summer term, 6 hours is considered a normal load. Seven semester hours is the maximum allowed during each summer term without special permission from an academic vice president. **The total academic load per Summer Term may not exceed 9 hours.** However, a student enrolled in both day and evening classes, when evening classes extend through both summer terms, may take a ten-hour load without special permission from an academic vice president. Students who request an overload for summer semesters should be aware that some four-year institutions do not recognize more than 7 hours taken during a summer term, unless certain conditions are met.

CLASS SCHEDULE CHANGES

Class schedule changes may be made at any time through myEACC or by visiting with the student's advisor during preregistration, regular, or late registration without a fee.

ADDING A COURSE

Classes may be added only within the first week of school of a regular semester and the first two days of a summer term. Any changes requested after those deadlines have passed will be approved on an extremely limited case by case basis.

DROPPING A COURSE

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

WITHDRAWING FROM THE COLLEGE

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

A student who ceases to attend classes without officially withdrawing will be subject to the same actions as a student who fails to meet the requirements for class attendance.

CLASS ATTENDANCE

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

Because each class session is important, excessive absences may result in a grade of "F" and subsequent loss of course credit. During the fall and spring semesters, a student is judged to be excessively absent when the number of absences exceeds twice the number of times a class meets in a week.

During the summer or special terms, a student is considered to be excessively absent when more than twice the number of credit hours has been missed. For example, when a student taking a 3-hour course is absent from class for more than 6 hours, that student is excessively absent.

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

In addition, if a student logs on to an online class, EVEN ONE TIME, s/he is counted as having attended class, and must go through the formal drop process in myEACC or on EACC's campus in order to drop the class. Students may contact advising@eacc.edu for assistance.

Students enrolled in an online course are required to maintain active participation as defined in the course syllabus. Students that fail to maintain active participation will be reported as "excessively absent" by the instructor. Contact your instructor or advisor for support.

AUDITING A COURSE

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

A student who is enrolled in a minimum of 15 semester hours for credit during a semester may audit a maximum of three hours without charge. All other students auditing a course will pay the regular tuition and fees. Audited courses will be counted as part of the state maximum load for a semester or term.

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

ADVANCED PLACEMENT EXAMS

State Credit Policy for Advanced Placement Exams

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

I. Course Credit

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

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

II. Advanced Placement ACTS Courses

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

III. Limitations

1. Additional Credit

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

2. AP Exam Scores Below Three (3)

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

3. Courses Not Offered

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

4. Policy Review

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

AP EXAM	AP Score	ACTS COURSE	EACC COURSE	Semester credit hours awarded
Art History	3 4-5	ARTA 1003 Art Appreciation ARTA 1003 and ARTA 2003 Art History Survey I	ART 1003 Art Appreciation ART 1003 and ART 2023 Art History I	3 6
Biology	3 4-5	BIOL 1004 Biology for non-Majors BIOL 1014 Biology for Majors	No comparable course BIO 1014 General Biology and Lab	N/A 4
Calculus AB	3 4-5	MATH 2405 Calculus I MATH 2405 and MATH 2505 Calculus II	MTH 2214 Calculus I MTH 2214 and MTH 2224 Calculus II	4 8
Calculus BC	3 4-5	MATH 2505 Calculus II MATH 2505 and MTH 2603 Calculus III	MTH 2224 Calculus II MTH 2224 and MTH 2234 Calculus III	4 8
Chemistry	3 4-5	CHEM 1004 Chemistry for General Education CHEM 1004 and CHEM 1414 Chemistry I for Majors	CHE 1024 General Education Chemistry CHE 1024 and CHE 1214 College Chemistry I/Lab	4 8
Computer Science A	3 or >	CPSI 1003 Introduction to Computers	BUS 1603 Computer Fundamentals	3
Computer Science Principles	3 or >	CPSI 1003 Introduction to Computers	BUS 1603 Computer Fundamentals	3
English Language and Composition	3 4-5	ENGL 1013 Composition I ENGL 1013 and ENGL 1023 Composition II	ENG 1013 English Composition I ENG 1013 and ENG 1023 English Comp II	3 6
Environmental Science	3	GEOL 1124 Environmental Geology	no comparable course	N/A
European History	3	HIST 1213 Western Civ I OR HIST 1223 Western Civ II	HIS 1013 Western Civ I OR HIS 1023 Western Civ II	3
French Language and Culture	3	FREN 2013 French III	FRE 2014 Intermediate French	4
German Language and Culture	3	GERM 2013 German III	GER 2014 Intermediate German I	4
Human Geography	3	GEOG 1113 Human Geography	No comparable course	N/A
Macroeconomics	3 or >	ECON 2103 Principles of Macroeconomics	ECO 2103 Principles of Macroeconomics	3
Microeconomics	3 or >	ECON 2203 Principles of Microeconomics	ECO 2203 Principles of Microeconomics	3
Music Theory	3	MUSC 1003 Music Appreciation	MUS 1003 Music Appreciation	3
Physics 1	3 or >	PHYS 2014 Algebra/Trigonometry-Based Physics I	PHY 2114/2110 General Physics I and Lab	4
Physics 2	3 or >	PHYS 2024 Algebra/Trigonometry-Based Physics II	PHY 2134/2130 General Physics II and Lab	4
Psychology	3 or >	PSYC 1103 General Psychology	PSY 1003 General Psychology	3
Spanish Language and Culture	3	SPAN 2013 Spanish III	SPA 2114 Intermediate Spanish I	4
Statistics	3 or >	MTH 2103 Introduction to Statistics	MTH 2103 Introduction to Statistics	3
United States Government and Politics	3 or >	PLSC 2003 American National Government	PSC 2003 American Government	3
United States History	3 or >	HIST 2113 US History I or HIST 2123 US History II	HIS 2033 History before 1865 OR HIS 2043 History since 1865	3
World History	N/A	HIST 1113 World Civilizations I or HIST 1123 World Civilizations II	No comparable course	N/A

CREDIT BY PRIOR LEARNING ASSESSMENT

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

Credit may be earned by passing a comprehensive test prepared by either a commercial testing service (i.e., CLEP) or the Department of the College in which the credit is to be awarded. Credit for courses offered by EACC may also be granted upon related work experience.

Students who believe they qualify for credit by examination or previous work experience should contact the appropriate academic vice president.

CLASSIFICATION OF STUDENTS

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

COURSE NUMBERING SYSTEM

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

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

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

GRADING SYSTEM

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

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

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

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

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

INCOMPLETE

A student who completes a substantial portion of coursework but cannot fully complete the course may be eligible for an assignment of Incomplete for the course. Documentation is required to verify the unusual circumstances that hinder completion, acknowledgement by the student, and approval of the instructor and area administrator(s). Please contact your course instructor for additional details. The course(s) for which an Incomplete is assigned must be completed by the following full semester (excluding summer terms).

CHANGE OF GRADE

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

All grade changes must be submitted by the end of the semester following the semester in which the course was taken. Any exception to this must have approval of the President or appropriate Vice President.

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

REPETITION OF COURSES

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

ACADEMIC RECOGNITION

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

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

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

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

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

1. To be considered for graduation honors, a student must complete at least 30 hours at EACC.

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

ACADEMIC PROBATION AND SUSPENSION

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

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

ACADEMIC PROGRESS SCALE

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

A student who enrolls after being suspended must:

1. meet with a counselor prior to registration, and the counselor will notify the advisor of the student's intention to reenroll.
2. have class schedule approved by designated advisor.
3. not enroll in more than 13 hours until cumulative GPA has reached 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 with the Registrar, who is located in the Office of Admissions and Records. A student placed on **FINAL** suspension may appeal after one regular (fall or spring) semester. Appeals will be reviewed and acted upon by the Academic Probation and Suspension Committee.

ACADEMIC GRIEVANCE PROCEDURE

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

ACADEMIC INTEGRITY POLICY

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

ACADEMIC CLEMENCY

In accordance with Act 1000 of the 1991 General Assembly, which requires state colleges and universities to establish policies for academic clemency, and in order to provide a second opportunity for undergraduate students who performed poorly at some point in their studies, East Arkansas Community College has established a policy designed to help former students who have gained a new appreciation of higher education by allowing them to have previously earned grades and credits removed from the calculation of their cumulative grade-point average.

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

1. The student must not have been enrolled in any institution of higher education for a period of two (2) years in order to be eligible for clemency;
2. The student may not request clemency for semesters containing coursework applied to a previously conferred degree or credential.

Process for Requesting Academic Clemency:

- a. Following an advising session and the completion of required documentation, the written request must be submitted to the college Registrar and approved by the appropriate academic Vice President. The request will become a part of the student's permanent record.
- b. An individual who is granted academic clemency will forfeit all grades and credits earned in any semester(s) for which academic clemency is granted. The grades and credits earned in those semesters for which academic clemency is granted will not count in computing the student's grade point average or in meeting requirements for graduation.
- c. The student's transcript will contain the student's entire academic record. However, a notation will be made showing the semesters for which academic clemency was granted.

- d. For students who have received academic clemency from another accredited college or university and wish to transfer to EACC, EACC will honor the academic clemency established at the previous institution.
- e. In regard to financial aid history and/or requirements for Veterans' benefits, state and federal regulations take precedence over the institutional policy of academic clemency.
- f. Academic clemency is final and irreversible.
- g. Students should be aware that this policy pertains only to EACC and that other institutions may or may not honor EACC's policy.
- h. Students may be granted academic clemency for coursework earned at EACC or coursework earned at another institution. However, students should be advised that other institutions may or may not choose to honor the clemency.

TERMS AND DEFINITIONS

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

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

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

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

