

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

If upon investigation the instructor determines that the student is guilty of cheating or plagiarism, the following penalties will apply:

1. The student will receive a penalty of no less than a zero on the work in question.
2. The instructor will submit a written report of the incident to the VPAA/SS.
3. The VPAA/SS will determine whether further disciplinary action will be taken.

Changing a Schedule/ Dropping and Adding Courses:

Courses may be added until the last day of late registration as shown in the academic calendar. Students cannot add courses after the sixth day of the semester. Courses that are dropped on or before the eleventh class day are not recorded on the student's permanent record. After the eleventh day, students who drop from class will receive a grade of "W" unless previously administratively withdrawn because of excessive absences. The last day to drop a class is during the week preceding final exams. The specific date for each term is published in the academic calendar.

If your schedule is changed on the high school campus, you must still officially drop the course on SouthArk's campus so that you are not given an "F" on your college transcript. This is your responsibility to officially drop the class through SouthArk!

To drop a course in person after the start of classes, the student **MUST**:

1. Visit SouthArk's College Transition or Admissions Office
2. Complete an add/drop/withdrawal form
3. Turn in the completed form to SouthArk's College Transition or Admissions Office
4. Retain white copy for future reference.

To add a course in person, the student must:

1. Visit SouthArk's Admissions Office located on the 2nd floor of the Convention Center.
2. Complete an add/drop/withdrawal form
3. Obtain the faculty's and advisor's signature
4. Turn in the completed form to SouthArk's Admissions Office
5. Pay additional tuition or fees, if required