



College Transition SouthArk Attendance Policy

Attendance Policies:

Class Attendance Policy Students are expected to attend all classes in which they are enrolled. If a student is absent from a class session, it is the student's responsibility to make arrangements to complete or make up any work missed. No makeup work for missed classes will be allowed without the approval of the instructor. Students who enroll late must assume all responsibility for work missed. Classes not attended as a result of late enrollment may be counted as excessive absences. Students not attending the entire class period may be counted absent for that period.

An instructor may drop students with a grade of "F" or "WE" if students have been absent for an excessive number of days. Warning letters will be sent to the students advising them of the consequences of non-attendance and urging them to contact their instructors immediately. Excessive absences are defined as follows:

Regular Semester

Courses which meet once a week	2 absences
Courses that meet twice per week	3 absences
Courses that meet three times per week	4 absences
Courses that meet four times per week	5 absences
Courses that meet five times per week	6 absences

Scheduled Absences:

Scheduled absences are those that occur because of school-related activities or as a result of summons to jury duty or military duty. Classes missed as the result of scheduled absences will not be counted as excessive absences. Makeup work for scheduled absences will be at the discretion of the instructor.

Withdrawal for Excessive Absences:

Instructors initiate a withdrawal from SouthArk for excessive absences by notifying the appropriate Division Chair that a student has excessive absences in a class. The Division Chair notifies that student of the consequences of not attending class and urges him/her to contact his/her instructor immediately. If the student does not contact his/her instructor within one week, the instructor may notify the Registrar that the student is to be withdrawn from the class because of excessive absences and is to be assigned a grade of "WE" in accordance with South Arkansas Community College's attendance policy. The instructor may not readmit students to the SouthArk course who have been dropped because of excessive absences.

Academic Honesty Policy:

Students enrolled at South Arkansas Community College are expected at all times to uphold standards of honesty. Students are expected to perform honestly and to work in every way possible to eliminate academic dishonesty. Academic dishonesty includes cheating and plagiarism, which are defined as follows:

Cheating is an attempt to deceive the instructor in his/her effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, class work, or required project (in whole or in part) and/or presenting another's work as the student's own. Cheating also includes giving, receiving, offering and/or soliciting information on a quiz, test or examination.

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