Registration and Enrollment

Registering Using Campus Connect
Students may register online using a computer and the Campus Connect software or may register in person by visiting the Office of Enrollment Services. Campus Connect will not allow students to register for courses if they have not met the prerequisite requirements. To register using the computer, students should complete the following steps:

1. Apply to the college first. All previously enrolled students must have met their financial responsibilities to the college. Campus Connect will not allow students to register unless they have applied and been accepted to the college.
2. Check with Enrollment Services for their passwords since user names and passwords are randomly created by the computer to protect privacy. Students must present a photo identification in the Enrollment Services office to obtain their student ID and password. No student IDs or passwords will be given over a phone or without proper identification.
3. Access the college webpage at www.southark.edu and click on “Campus Connect.”
4. Use the college catalog to identify the graduation requirements for their programs. Unofficial transcripts are available in Campus Connect, and the graduation requirements are in the college catalog.
5. Get a copy of the master schedule. Confer with an academic advisor for assistance in person or by emailing a division dean or advisor@southark.edu.
6. Add courses to their schedules by following the directions on the screen. Students will not be allowed to register for a course if they have not completed the prerequisites, including basic studies courses. Grades are available only by using Campus Connect.

Registration Sessions
All first-time students enrolling in fall or spring semester classes are advised to attend an orientation session on campus conducted during convenient times. See the current semester Course Schedule for more information.

Course Availability
SouthArk offers degree and certificate classes during the fall, spring, and summer semesters. The registration dates for these terms are listed in the Academic Calendar and in class schedules that are posted on the college’s website in advance of each term. Not all classes are offered every semester. Students should check the Course Descriptions section of the catalog to determine when courses are offered. The college reserves the right to add, cancel, combine, or divide classes; to change the time, date, or location of class meetings; to reassign instructors; and to do so without incurring obligation.

Student Advising Coaches
The Department of Student Advising Coaches at SouthArk is committed to striving for excellence in service to our learning community by preparing students for a life of continual learning, adaptability, and individual fulfillment. The primary purpose of the department is to assist students in the development of meaningful educational plans. Students in all programs can seek academic advice by using advisor@southark.edu. Student Advising Coaches are available during their posted office hours and during registration.
Students will see Advising Coaches specific to their degree program and area of study:

- General Studies, Liberal Arts see Dr. John Spencer, SSC 254, 870-864-7141, jspencer@southark.edu.
- Business and Computer Technology see Catherine Harrell, SSC 210, 870-864-8466, charrell@southark.edu.
- Education see Susan Spicher, WHT 237, 870-864-7184, sspicher@southark.edu or Courtney Haygood, SSC 255, 875-7233, chaygood@southark.edu.
- Automotive Technology, Cosmetology, Criminal Justice, CNA, EMT-A, Phlebotomy see Courtney Haygood, SSC 255, 875-7233, chaygood@southark.edu.
- All other Health Science see Health Science Student Advising Coach, HSC 217, 870-875-7207.
- Industrial Equipment Maintenance, Process Technology, Welding see Kevia Clemons, MCG 139, 870-864-8470, kclemons@southark.edu.
- Students with more than 45 credit hours who plan to transfer to a four-year institution see Tim Johnson, TEC 105, 870-864-8416, trjohnson@southark.edu.

Technical Certificate-seeking students must demonstrate competency in communications and mathematics as listed with the certificate requirements in this catalog.

Non degree-seeking students may complete ten credits without meeting basic studies requirements; however, all departmental requirements, including basic studies and course prerequisites, must still be met. Non-degree-seeking students over 60 years of age are exempt from basic studies requirements.

High school students taking college-level courses must submit appropriate test scores before enrolling in those courses.

Academic Appeals

Students have the right to seek relief from those decisions that adversely affect their academic standing, such as admission to and continuance in programs, grades, and actions relating to cheating or plagiarism. When students believe they have been treated unfairly, the following procedures will provide redress of their complaint or grievances:

Step 1: Within 10 days of the alleged incident, the student discusses the problem with his/her instructor, academic advisor, or program director. If the problem is not resolved, then:

Step 2: Within 10 days, the student must discuss the problem with the division dean, who will explore the issue with the persons involved and seek a satisfactory solution. If the student is not satisfied with the solution proposed by the division chairperson, then:

Step 3: Within five working days of the discussion with the division dean, the student must present, in writing, a complaint to the office of the Vice President for Learning (VPL). This complaint must include the specific grievance and specific remedies sought. The VPL has five working days to respond in writing to the student. The VPL shall have the option of conferring with all parties to the complaint. If the student is not satisfied with the actions taken by the VPL, then:

Step 4: The student may request a formal hearing before the Academic Hearing Committee, a sub-committee of the Academic Standards Committee. This committee shall consist of three faculty members from the Academic Standards Committee and two students.
appointed by the Student Services Committee. Within five working days of hearing the appeal, the Academic Hearing Committee will submit a written decision to the parties involved and to the President of the college.

In cases of grades, the Academic Hearing Committee can only recommend changes since the instructor has final authority; however, the instructor should give serious consideration to the Committee’s recommendation.

The Academic Hearing Committee is charged with hearing formal complaints from students if problems cannot be resolved at more informal levels. The Committee reviews those cases in which rigid application of college regulations or policy might result in injustice to individuals. The committee has the authority to recommend waiving or modifying college policy within the limits of sound educational practices.

Some of the selective-admissions health-science programs have specific criteria regarding continuation of studies during the academic appeals process. Students are encouraged to refer to program policies in these matters.

**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 published in the academic calendar.

To change their schedules before the start of classes, students simply enter Campus Connect and drop or add a course.

To add a course in person, on campus, the student must:
1. Complete an add/drop/withdrawal form;
2. Obtain the advisor’s signature;
3. Turn in the completed form to the Office of Enrollment Services;
4. Pay additional tuition or fees, if required.

To drop a course in person, on campus, after the start of classes, student must:
1. Complete an add/drop/withdrawal form;
2. Obtain the advisor's signature;
3. Turn in the completed form to the Office of Enrollment Services;

**Basic Studies Requirements**

All students must demonstrate basic skills in writing, reading, and mathematics by attaining minimum placement test scores or passing appropriate courses. Degree-seeking students may meet basic studies requirements by doing the following:

1. Scoring 19 or above on the ACT English section, 42 or above on the ASSET writing skills, 75 or above on the COMPASS writing skills, 470 or above on the SAT verbal section, or passing Writing II (0213) with a grade of “C” or better.
2. Scoring 19 or above on the ACT reading section, 42 or above on the ASSET reading skills, 82 or above on the COMPASS reading skills, 470 or above on the
SAT verbal section, or passing Reading Improvement II (0113) with a grade of “C” or better.

3. Scoring 19 or above on the ACT mathematics section, 43 or above on the ASSET intermediate algebra section, 71 or above on the COMPASS algebra mathematics section, 460 or above on the SAT mathematics section, or passing Intermediate Algebra (0513) with a grade of “C” or better.

**Basic Studies Courses**

Scores from the COMPASS, ASSET, ACT, and SAT are used to determine whether a student must take basic studies courses.

1. Students who enroll in basic studies courses must satisfactorily complete the work for the courses and meet exit criteria designated by the instructor and/or department.

2. In compliance with Arkansas statutes, SouthArk uses standardized tests for course placement. The COMPASS, ASSET, ACT, and SAT measure academic preparedness in reading, writing, and mathematics.

3. Students are placed in basic studies courses if scores on the COMPASS, ASSET, ACT and/or SAT indicate a need for college preparatory work. The following courses are basic studies courses: Reading Improvements I and II, Fundamentals of Writing I and II, fundamentals of arithmetic, elementary algebra, and intermediate algebra.

4. Students whose placement scores show deficiencies may retake the COMPASS after waiting 10 days if they have not enrolled in basic studies courses.

5. The college will accept ASSET or COMPASS scores if a student has been tested at another college. The student is responsible for having official test scores sent to the college.

**COURSE PLACEMENT TEST SCORES**

**Writing Skills**

<table>
<thead>
<tr>
<th>ACT Scores</th>
<th>ASSET Scores</th>
<th>COMPASS Scores</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 or below</td>
<td>35 or below</td>
<td>41 or below</td>
<td>BSTD 0603 English I</td>
</tr>
<tr>
<td>15-18</td>
<td>36-44</td>
<td>42-79</td>
<td>BSTD 0613 English II</td>
</tr>
<tr>
<td>19+</td>
<td>45+</td>
<td>80+</td>
<td>ENGL 1113 Composition I</td>
</tr>
</tbody>
</table>

**Reading Skills**

<table>
<thead>
<tr>
<th>ACT Scores</th>
<th>ASSET Scores</th>
<th>COMPASS Scores</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 or below</td>
<td>38 or below</td>
<td>50 or below</td>
<td>BSTD 0603 English I</td>
</tr>
<tr>
<td>15-18</td>
<td>39-42</td>
<td>51-82</td>
<td>BSTD 0613 English II or Nelson-Denny Reading Test (see below)</td>
</tr>
<tr>
<td>19+</td>
<td>43+</td>
<td>83+</td>
<td>Reading not required</td>
</tr>
</tbody>
</table>
### Math Skills

<table>
<thead>
<tr>
<th>ACT Scores</th>
<th>ASSET Scores</th>
<th>COMPASS Scores</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>Intermediate Algebra</td>
<td>Algebra</td>
<td></td>
</tr>
<tr>
<td>14 or below</td>
<td>27 or below</td>
<td>17 or below</td>
<td>BSTD 0313 Fund of Arithmetic</td>
</tr>
<tr>
<td>15-16</td>
<td>28-33</td>
<td>18-25</td>
<td>BSTD 0413 Elementary Algebra</td>
</tr>
<tr>
<td>17-18</td>
<td>34-38</td>
<td>26-40</td>
<td>BSTD 0513 Intermediate Algebra</td>
</tr>
<tr>
<td>19+</td>
<td>39+</td>
<td>41+</td>
<td>MATH 1023 College Algebra</td>
</tr>
</tbody>
</table>

*Students who place into BSTD 0613 English II have the option of taking the Nelson-Denny reading test to possibly place out of any reading course.*

*(See Nelson-Denny reading chart below for score placements).*

<table>
<thead>
<tr>
<th>Nelson-Denny Reading Scores</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1-13.0</td>
<td>BSTD 0613 English II</td>
</tr>
<tr>
<td>13.1+</td>
<td>Reading not required</td>
</tr>
</tbody>
</table>

### SAT Scores

<table>
<thead>
<tr>
<th>English and Reading</th>
<th>470 or above -- Composition I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>460 or above -- College Algebra</td>
</tr>
</tbody>
</table>

Students must be enrolled in appropriate courses each semester until the above requirements are met. The student may drop one or more basic studies courses but must re-register for the dropped course(s) during the next semester of enrollment at SouthArk.

Students are encouraged to complete integrated reading/writing, and mathematics courses as required by their degree or certificate plan as early as possible.

Enrollment in basic studies courses is a condition of admission in accordance with state regulations and the policies of South Arkansas Community College. Students making a D, F, NC, W, or WE in any basic studies course will be placed on Basic Studies Hold and will be required to reenroll in basic studies courses at the next semester of enrollment and must continue to enroll in basic studies courses until all of the required basic studies have been successfully completed.

All first-time, full-time, degree-seeking freshmen AND students who are required to have two or more basic studies courses are required to pass (with a C or better) a three credit-hour course entitled SouthArk Success (SAS 0103). This course is designed to provide incoming students with the skills and knowledge necessary to be successful in future courses.

In Act 971 of 2009, the Arkansas Legislature required all students exiting the Basic Studies program to take an approved state exam.

Students who are required to take basic studies courses as a pre-requisite will be limited in the number of other courses available. They should see the following table or the course description section for further information about prerequisites.
ACADEMIC STANDARDS

Grade Point Average
The grade point average (GPA) is used to determine a student’s academic standing. The GPA is computed by multiplying the number of grade points earned by the number of hours of credit earned in each course and then adding the grade points received in all courses and dividing by the total number of semester hours attempted.

Grades/Grading Policies
SouthArk uses the following grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>indicates excellent work</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>indicates good work</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>indicates satisfactory work</td>
<td>2</td>
</tr>
<tr>
<td>D*</td>
<td>indicates minimum passing work</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>indicates failing work</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>indicates incomplete work</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>indicates a withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>indicates audit</td>
<td>0</td>
</tr>
<tr>
<td>WE</td>
<td>indicates administrative withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>NC</td>
<td>indicates need to reenroll in a Basic Studies course</td>
<td>0</td>
</tr>
</tbody>
</table>

*Does not apply to basic studies courses. For information concerning basic studies requirements, see the “Basic Studies Requirements” section.

An “I” (incomplete) grade may be requested by the student but will be given at the discretion of the instructor. The “I” must be removed within the time allotted by the instructor and by the end of the next long academic term or the grade is changed to “F.”

A “W” (withdrawal) grade indicates a student officially withdrew prior to the end of the scheduled drop period.

An “AU” (audit) indicates the student audited the class. Auditing a course means that the student meets attendance requirements and participates in class activities but is not responsible for examinations and does not receive transcript/graduation credit. Students generally audit courses for self-enrichment, for a refresher of a previously completed course, or for preview of a course before taking it for credit. Audit students may enroll on a space-available basis after the completion of regular credit registration. Students who wish to audit a course must declare their intentions at the time of registration. Students may change from audit-to-credit or credit-to-audit status through the 11th class day of the fall and spring semesters and through the 5th class day of any summer term. Audit students who do not meet attendance requirements may be dropped with a grade of “W.”

Grades of “W” and “AU” are not included in the computation of the grade point average. Grades in basic studies courses that begin with a “0” prefix will not be calculated in determining the grade point average. Hours earned in these courses will be listed in the semester totals for each semester, but will not be recorded or counted in the cumulative totals for hours earned at the college.

A “WE” grade indicates a student was administratively withdrawn from class because of
excessive absences. A “WE” will be calculated as an “F.” The assignment of a “WE” grade is the prerogative of the instructor.

The grade of “NC” may be given by an instructor in a basic studies course if the instructor determines that the student needs more time to complete the course, but that progress toward that end is being made. This grade is not computed in the cumulative grade point average, and requires that the course be taken again.

Grade Reports
Grade reports will be available on-line utilizing Campus Connect at the end of each regular semester and summer session.

Probation and Suspension
All students, regardless of admission category, are subject to the academic probation and suspension policies of the college. Students who have a grade-point average (GPA) less than 2.0 will be placed on academic probation.

Students placed on academic probation must consult the advisor and develop an academic plan before enrolling for the next term. At this time, the students’ aptitudes and interests will be evaluated with respect to future educational goals.

Students on academic probation must have a 2.0 GPA or above on their following semester of enrollment.

Students on academic probation who do not have a 2.0 GPA in the next semester will be placed on academic suspension and must remain out of school for one Fall or Spring semester. Once students complete the suspension period, they may be readmitted after a conference with the Vice President for Learning.

Students who have been placed on Academic Suspension because they have two consecutive semesters with below a 2.0 semester grade point average but still have a cumulative grade point average above a 2.0 will be permitted to file an appeal of the Academic Suspension. The student will need to write a letter of explanation concerning the circumstances surrounding the two semesters below a 2.0 grade point average and what plans they have in place to ensure that they will meet satisfactory academic progress. All appeals must be submitted in writing to the Registrar with supporting documents/reasons for not meeting the Academic Suspension policy. Students who appeal are required to present at least one letter of support from their academic advisor or another faculty/staff member familiar with their situation.

Appeals will be considered by the Academic Suspension Appeals Committee. This Committee will then determine if the student is eligible to continue attending South Arkansas Community College in the coming term. Regardless of the outcome of the Academic Suspension Appeals Committee, the student will be placed on Academic Probation the next semester of enrollment.

Course Length
Fall and Spring semesters include 15 weeks of classes and approximately one week of examinations. The full summer session is approximately 10 weeks in length. First and second summer sessions are five weeks in length. For each semester hour of credit, classes
are required to meet a minimum of 750 minutes per lecture course, or approximately 1500 minutes per laboratory course, plus final testing. Clinical and internship courses vary in length depending upon the program.

Prerequisites
A prerequisite is a requirement that must be fulfilled prior to enrolling in a specific course. Students should check the course descriptions section of the catalog to be sure they have met course prerequisites prior to attempting to register for classes. Students are required to either attain the appropriate placement scores for college level course enrollment or complete a basic studies course in integrated reading/writing and mathematics.

Course Load
A normal course load for a full-time student during a regular semester is 15 semester credits; however, a student enrolling in 12 or more credits is considered to be a full-time student for financial aid purposes. Six credits is considered a normal load for each term of the summer session. Eighteen credits is the maximum load during a regular session without the permission of the Vice President for Learning (VPL). The VPL may approve a load of up to 21 semester credits. Eight credits is the maximum for a single summer session with a maximum of 14 earned credit hours for the summer sessions. The VPL must approve any exceptions in course load.

Repeating a Course
Students may repeat a course in an attempt to improve their grade. The grade earned the last time the course is taken will be the final grade. Only that grade will be considered in computing the cumulative grade-point average, but other courses and grades will remain on the transcript.

Auditing a Course
Students are permitted to audit courses at SouthArk. Audit students will pay the regular fee as indicated in the section entitled Tuition and Fees. No credit will be awarded for courses audited. The letters “AU” will be recorded in the grade column on the student’s permanent record. Audited courses will be counted as part of the stated maximum load for a semester or term. The Office of Enrollment Services must be notified of this option by the first week of the semester.

Student Records Policy
The information contained in student records is generally regarded as private and confidential. Public information is an exception and is given to any inquirer unless the student requests nondisclosure for the enrollment period. Public information includes the following data: full- or part-time status, classification (freshman, sophomore, etc.), degrees, dates degrees were conferred, terms enrolled, name, picture, and address. At the time students register for courses, they may notify the Dean of Enrollment Services in writing that public information relating to them may not be released. Restricting the release of public information directly affects publications, programs, and news releases concerning student activities, honors, and awards. The appropriate form is available in the Office of Enrollment Services. Additional information on education records is released only upon written student request except to the following persons:

1. SouthArk staff with legitimate need for access to information.
2. Federal, state, and local officials as specified by law.
3. Research and accreditation representatives.
SouthArk intends to comply fully with the Family Educational Rights and Privacy Act of 1974 (FERPA) which was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the FERPA office (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901) concerning alleged failures by the institution to comply with the Act. Additional information can be obtained at www2.ed.gov/ferpa/.

A copy of the full text of the Family Educational Rights and Privacy Act of 1974 is available in the Enrollment Services Office along with information about types of student records maintained at SouthArk, the procedure for gaining access to records, and the procedure for challenging the contents of those records.

If a student would like to give access to their educational records, a Consent to Release Educational and Financial Records form may be obtained from the Vice President for Student Services.

Changing Personal Data
Students must keep the Enrollment Services Office informed of any changes in name, address, telephone number, emergency contact, or choice of academic program. Change of Information forms are available in the Office of Enrollment Services. Having current information on file ensures that notices are mailed to the correct address, and that students can be contacted by instructors or other college personnel when necessary. Accurate personal data are especially important for students taking online courses. Data also can be changed through Campus Connect.

Standards of Student Conduct
SouthArk expects students to conduct themselves as responsible members of the college community and to adhere to an appropriate code of conduct and dress (for example, the wearing of scrubs for allied health courses, steel-toed boots for welding classes, and casual business attire for business courses), as stated in course syllabi and program handbooks. Student conduct that interferes with the education of other students, excessive absenteeism, inability to pass required courses, unsatisfactory progress in clinical performance, moral and ethical misbehaviors, poor interpersonal skills, or insubordination may be subject to disciplinary action. All students are obligated to assume responsibility for their actions, to respect the rights of others, to conform to the reasonable rules of conduct, to protect private and public property, and to make effective use of his/her time in securing the benefits of a college education.

Some of the selective-admission health-science programs have specific criteria regarding student conduct. Students are encouraged to refer to program policies in these matters.

Non-Academic Offenses Subject to Disciplinary Action
(This list is not exhaustive)
The college recognizes the basic rights of the individual and provides guarantees to the students which grow out of the fundamental conceptions of fairness implicit in procedural due process.
1. Forgery, alteration, unauthorized possession, or misuse of college documents, records, or instrument of identification.
2. Furnishing false information or misrepresenting information to the college.
3. Threatening, attempting, or committing physical harm to any person on college-controlled property.
4. Damage, destruction, theft of personal or college property, including incidents of arson, vandalism, larceny, burglary, breaking and entering, or robbery. College property also includes computers.
5. Unlawful possession, use or distribution of illicit drugs and alcohol on college property or at college-controlled activities.
6. Unauthorized possession, or use of weapons, firearms, knives, and fireworks on college-controlled property.
7. Disorderly conduct, violent or drunken behavior; the use of abusive or obscene language on college property; or reporting to the campus under the influence of illicit drugs or alcohol.
8. Demonstrations or other interference of activities or functions of the college.
9. Failure to comply with directions of college officials acting in the performance of their duties.
10. Unauthorized presence on or use of college premises, facilities, or property.
11. Making unwelcome sexual advances toward another student or college employee.
12. Selling or peddling items on college property without permission.
13. Violation of the college policy regarding internet usage.
14. Any action that interferes with the educational process or the education of an individual.

Disciplinary Procedures and Actions
The disciplinary procedures of SouthArk are designed to be a part of the learning process and normally cover a wide range of disciplinary actions including probation and dismissal. In order to protect the educational process of the college and, at the same time to protect the rights of all students, the college has authority to develop and enforce rules and to impose discipline on students who violate rules and regulations.

Disciplinary Action
When students are exhibiting classroom conduct that is inconsistent with SouthArk or course standards, and when basic classroom management techniques fail to resolve the issue, instructors will
- Fill out an appropriate Student Misconduct Form
- Send the form and refer the student to the Vice President for Student Services. If the misconduct involves academic dishonesty, the dean will alternatively refer the student to the Vice President for Learning.

The division dean will
- Investigate the issue
- Interview the student
- Seek to bring the student into compliance with accepted classroom behaviors

If the dean is able to resolve the issue, then he or she will
- Note on the Student Misconduct Form that the case is closed
- Notify the student and the instructor that the case is closed
• Forward the Student Misconduct Form to the Vice President for Student Services to place in the student’s permanent file

If the division dean is unable to resolve the issue, he or she will
• Update the Student Misconduct Form with findings of the investigation and student interview
• Send the form and refer the student to the Vice President for Student Services (VPSS) [unless the misconduct involves academic dishonesty, in which case the dean will refer the student instead to the Vice President for Learning (VPL)]

The VPSS will
• Contact the student
• Investigate in cooperation with the instructor and the dean the allegations of the student’s misconduct
• Meet with the student to determine the nature of the violation and seek to bring the student into compliance with accepted classroom behaviors

If the VPSS is able to resolve the issue, he or she will
• Note on the Student Misconduct Form that the case is closed
• Notify the student, the dean, and the instructor that the case is closed
• Place the Student Misconduct Form in the student’s permanent file

If the VPSS determines that the student is guilty of the alleged infractions, he or she will impose an appropriate penalty, including, but not limited to, the following:

  o **Letter of Reprimand**—An official letter stating that the student’s behavior is unbecoming to the college community.
  o **Probation**—An official warning that the student’s conduct is a violation of the code of conduct. Probation can be imposed for varying periods of time with restrictions and behavior guidelines as a condition of continued enrollment (e.g., referral for drug and alcohol abuse counseling).
  o **Suspension**—Separation of the student from the college for a definite period of time.
  o **Dismissal**—Separation of the student from the college for an indefinite period of time.
  o **Expulsion**—Separation of the student from the college. The student is not eligible for readmission to the college.

  The severity of the consequence for behavioral misconduct will increase with each successive instance of misbehavior. Particularly egregious misconduct, especially if it is criminal in nature, may result in more serious consequences even if it is a first offense.

• Communicate via certified mail to the student, and via email to the instructor and the division dean his or her decision, together with evidence of the violation and applicable penalties.
• The student will be allowed to appeal the decision to the Student Services Committee (see below) or accept the decision as stated. The student’s decision shall be made via email or standard mail within five business days from notification of the decision of the VPSS. If there is no request for an appeal, the decision will stand and be considered final.
Disciplinary Appeals Procedure
In student discipline cases, the Student Services Committee will serve as an appeals committee for hearing student appeals or concerns which have resulted from campus decisions or imposed rules and regulations. In addition to the available members, including the one student member of the Student Services Committee, the student who is appealing or members of the Committee may invite other students or members of the campus community to serve as witnesses. The Appeals process is part of the college’s due process and will be governed by fairness, truth, and justice in its deliberation. A request for an appeal shall be made in writing and addressed to the VPSS. The appeals process is as follows:

1. The written request should specify the concern(s) of the student and clearly detail the basis for the appeal.
2. The VPSS will (within ten working days) arrange for a location, set a time for the hearing of the appeal, and notify all parties.
3. The Student Services Committee may uphold or affirm the rule(s) or regulations(s) as currently practiced, or make a recommendation to the appropriate college official or organization that might result in a change or exception to current policy. In those cases where sanctions have been applied, the Student Services Committee may affirm, dismiss, or recommend alternative sanctions and inform all persons involved.
4. Either party may appeal the decision of the committee to the President of South Arkansas Community College, whose decision will be final.

Academic Honesty Policy
Students enrolled at South Arkansas Community College are expected at all times to uphold standards of integrity. 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:

- The student will receive a penalty of no less than a zero on the work in question.
- The instructor will submit a written report of the incident to the Vice President for Learning
- The Vice President for Learning will determine whether further disciplinary action will be taken.
- All decisions may be appealed for review through the college’s Academic Appeals procedure.
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 toward 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 “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 four times per week...............................................5 absences

**Summer Session:**
- Courses that meet four times per week in a five-week session............3 absences
- Courses which meet two evenings per week in a 10-week session ........3 absences

Students enrolled in special programs or individualized instruction should contact their program director/instructor regarding specific attendance requirements for the program/course.

Some of the selective-admission health-science programs have specific criteria regarding attendance. Students are encouraged to refer to program policies in these matters.

**Scheduled Absences**
Scheduled absences are those that occur due to college-related activities or as a result of summons to jury duty or military duty. Classes missed as a result of scheduled absences will not be counted as excessive absences if the instructor is notified and provided documentation prior to the absence(s). Makeup work for scheduled absences will be at the discretion of the instructor.

**Early Alert System**
In an effort to ensure student retention and success, South Arkansas Community College employs an Early Alert System to identify and support at-risk students as soon as possible in a given semester. The intent of Early Alert is to provide this assistance while there is still time to address behaviors or issues that have the potential of preventing students from completing their courses and degree plans.

The Early Alert System relies on faculty to report students in their classes who demonstrate indications that they are struggling with attendance, engagement, conduct, and/or academic performance. Throughout the semester, beginning with the first week of classes, faculty members will report through the Early Alert System online to the Dean of Enrollment Services any students about whom they have these concerns. The Dean of Enrollment Services will refer students to their appropriate student advising coach, who will then
consult with the faculty making the referrals, if necessary, before attempting to contact the
students by email, phone calls, letters, and/or, in some cases, visits to the classroom.

Students referred through the Early Alert System will be required to work on a corrective
action plan with their student advising coach, to include attendance accountability and
mandatory academic tutoring either in the academic division or in the Testing and Learning
Center (TLC). Once the Student Advising Coach has met with the referred student, and
again when the student has met the prescribed corrective actions, the coach will update
the Early Alert System so that the instructor is kept informed of the progress in resolving
issues.

**Withdrawal for Excessive Absences**
Instructors initiate a withdrawal for excessive absences by notifying the Vice President
for Learning (VPL) that a student has excessive absences in a class. The VPL 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 VPL 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
SouthArk’s attendance policy. The instructor may not readmit students who have been
dropped from class because of excessive absences to class.

**Student Assessment**
South Arkansas Community College is dedicated to serving its students by challenging
them and preparing them for the future. SouthArk has developed an institutional
assessment plan that formally and systematically measures students’ learning. Assessment
is the systematic process of gathering, interpreting, and using information about student
learning to improve academic programs and support services. It may be based on class
discussion, capstone courses, placement tests, the ETS proficiency profile test, and surveys;
all designed to provide ongoing information about what works well at the college and what
needs improvement.

**Dean’s List**
Students will be placed on the Dean’s List if they earn a grade point average of 3.0 or
higher on 12 or more semester hours completed during a regular semester. All courses
attempted, except Basic Studies courses, will be used in computing the grade point
average; however, if a student officially withdraws from a course and is assigned a “W,”
that course will not be used in computing the average. The Dean’s List will be released at
the end of the fall and spring semesters.

**President’s Honor Roll**
Being placed on the President’s Honor Roll recognizes a student who achieves outstanding
academic success at the college. In order to be named to the President’s Honor Roll, a
student must have completed at least fifteen (15) semester hours of work at the college
with a cumulative grade point average of 3.50. Calculations for the President’s Honor Roll
will be made after a student has completed 15, 30, 45, and 60 semester hours. The list is
compiled following the close of the spring semester for students who have been enrolled
during the previous academic year or summer terms.
**Academic Honors**

Academic Honors will be awarded to students who complete their academic program of study and receive an associate degree or technical certificate with distinction. The honor awarded will be recorded on the student’s transcript and on the student’s diploma.

The requirements for the specific award for associate degree recipients are:

<table>
<thead>
<tr>
<th>Cumulative Grade Point Average</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.50 to 3.74 (inclusive)</td>
<td>cum laude</td>
</tr>
<tr>
<td>3.75 to 3.99 (inclusive)</td>
<td>magna cum laude</td>
</tr>
<tr>
<td>4.00</td>
<td>summa cum laude</td>
</tr>
</tbody>
</table>

The requirements for the specific award for technical certificate recipients are:

<table>
<thead>
<tr>
<th>Cumulative Grade Point Average</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.50 to 3.74 (inclusive)</td>
<td>with honors</td>
</tr>
<tr>
<td>3.75 to 3.99 (inclusive)</td>
<td>with high honors</td>
</tr>
<tr>
<td>4.00</td>
<td>with highest honors</td>
</tr>
</tbody>
</table>