

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

Instructors announce, in writing, in the course syllabus the specific grading policies for the course. At the end of the course, final grades are assigned and recorded on the student's record.

SouthArk uses the following grades:

Grade	Interpretation	Grade Point Value
A	excellent	4
B	good	3
C	satisfactory	2
D*	minimum passing	1
F	failing	0
I	incomplete	0
W	withdrawal	0
AU	audit	0
WE	administrative withdrawal	0
NC	no credit	0

**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.

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A “WE” grade indicates a student was administratively withdrawn from class.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

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 progress toward completing that course is being made. This grade is not computed in the cumulative grade point average, and it requires that the course be taken again.

Grade Reports

Grade reports will be available online using [MyCampus](#) at the end of each regular semester and summer session.

Dean’s List

Degree-seeking 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 degree-seeking 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:

Cumulative Grade Point Average	Award
3.50 to 3.74 (inclusive)	cum laude
3.75 to 3.99 (inclusive)	magna cum laude
4.00	summa cum laude

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

Cumulative Grade Point Average	Award
3.50 to 3.74 (inclusive)	with honors
3.75 to 3.99 (inclusive)	with high honors
4.00	with highest honors

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, student advising coach, 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 Academic Affairs (VPAA). This complaint must include the specific grievance and specific remedies sought. The VPAA has five working days to respond in writing to the student. The VPAA shall have the option of conferring with all parties to the complaint. If the student is not satisfied with the actions taken by the VPAA, 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, because 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.

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 student advising coach 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. 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. Students 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 student advising coach, or 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 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.

Once students complete the suspension period, students will meet with respective student advising coaches to create a Success Plan (degree plan and an Academic Recovery agreement form). Individual students will then meet with the Vice President for Academic Affairs (VPAA) to determine whether they are eligible for re-enrollment.

Academic Forgiveness

A student with a poor academic record may petition to have all or selected semesters' grades excluded from calculation of the cumulative grade point average. This process, called *Academic Forgiveness*, is designed to help students who, because of personal crisis, immaturity, or other exceptional circumstances, have not demonstrated their true abilities in performing college work. It is not intended for students struggling to stay in school academically who have subsequently failed to succeed in college work.

Conditions

1. Academic forgiveness may be granted to a student only once;
2. Coursework excluded must be contiguous and at least two years old;
3. The student must have subsequently completed 15 semester hours of coursework with at least a C average;
4. Selected courses in a given semester may not be excluded.

Special Notes

If granted, Academic Forgiveness will apply to all coursework within a semester or contiguous block of semesters; all grades and credits successfully completed during the semester(s) in question will be forfeited. All courses for which academic forgiveness is granted will remain posted on the transcript. Although the grades for that coursework will not be computed in the student's cumulative grade point average at SouthArk, they will be calculated and included when calculations are made for purposes of academic honors.

This policy for Academic Forgiveness may be superseded by state, federal, or other regulations involving financial aid. The granting of Academic Forgiveness at SouthArk does not obligate another college or university to honor the policy.

Procedure

1. The student submits a written petition to the registrar requesting that the work from a specific semester(s) be excluded in the calculation of the cumulative GPA.
2. The Registrar, upon conferral and agreement with the VPAA, may recommend that the request be considered by the Academic Standards Committee and will forward the request accordingly.
3. The Academic Standards Committee will consider the requests.
4. The decision of the Academic Standards Committee will be final.

Academic Fresh Start

Academic Fresh Start allows a person to apply for re-admission without having to include coursework completed 10 or more years prior to the date of anticipated enrollment as consideration in the admission/financial aid decision. This allows students to begin a new course of study with a clear academic record.

Note: This is an all-or-nothing option. Students are not able to pick and choose which courses to ignore and which courses to count. If they choose the “Academic Fresh Start” option, they will not receive any credit for any courses taken 10 or more years ago.

This means that:

- Courses taken previously cannot be used to fulfill new pre-requisite requirements.
- Courses taken previously cannot be counted towards a new degree.
- Courses taken previously will not be counted in the new GPA calculations.

The provision does not affect coursework completed between the 10-year prior date and the new enrollment date.

Even if students choose the academic fresh start option, they still must complete the usual admissions process, including providing information on all colleges or universities previously attended and providing official copies of transcripts from all schools they attended.

- Academic Fresh Start may be claimed only upon re-application.
- Students must apply for readmission and request Academic Fresh Start. The application must be completed and granted prior to re-enrolling.
- Once the Academic Fresh Start provision has been claimed, and the student has enrolled, the provision cannot be reversed.
- An applicant may use the Academic Fresh Start provision only once at SouthArk.

Applying for Academic Fresh Start. Students must submit an application for Fresh Start at the time they apply for re-admission. Students will not be granted Fresh Start until they have completed their admissions file and been admitted to SouthArk. The application may be completed at the Office of Enrollment Services during regular office hours.

Acceptance of Fresh Start Application. The decision on the acceptance of a Fresh Start Application will be made by the Vice President for Academic Affairs in concert with the Dean of Enrollment Services. When the Fresh Start application is approved, the Dean of Enrollment Services will be notified, and upon enrollment, a message will be posted to the student’s academic record indicating admission has been granted through the Academic Fresh Start provision. If the student was previously enrolled at SouthArk, the grade point average will be changed on the academic record for any coursework completed at SouthArk 10 or more years prior to the re-enrollment date. The original courses or grades will not be considered in the grade point average, but they will remain on the academic record.

Effect on Financial Aid. Academic Fresh Start clears only the academic record. When deciding eligibility for financial aid, the school still must count all prior credits earned.

Course Length

Fall and spring semesters include 15 weeks of classes and approximately one week of examinations, although some courses are offered on a compressed schedule. 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.

Pre-requisites

A pre-requisite 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 pre-requisites prior to attempting to register for classes. Students are required either to attain the appropriate placement scores for college level course enrollment or successfully 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 VPAA. The VPAA 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 VPAA 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 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 will pay the regular fee as indicated in the section entitled Tuition and Fees. No credit will be awarded for courses audited. Audited courses will be counted as part of the stated maximum load for a semester or term.

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."

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. 20202-8520) 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 or on the website under “Admissions.” 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 MyCampus.

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 their 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 appropriate dean. If the misconduct involves academic dishonesty, the dean will alternatively refer the student to the Vice President for Academic Affairs.

The division dean will

- Investigate the issue
- Interview the student
- Seek to bring the student into compliance with accepted classroom behavior noted on the classroom reentry form.

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 Academic Affairs (VPAA)*]

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:
 - **Letter of Reprimand**—an official letter stating that the student's behavior is unbecoming to the college community.
 - **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).
 - **Suspension**—separation of the student from the college for a definite period of time.
 - **Dismissal**—separation of the student from the college for an indefinite period of time.
 - **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 10 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 Integrity Policy

Students enrolled at SouthArk 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 Student Academic Misconduct Form, written report of the incident, to the appropriate dean.
- The dean will submit form to Vice President for Academic Affairs to determine disciplinary action.
- The Vice President for Academic Affairs 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 make-up 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 nonattendance 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 week3 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 session3 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.

Jury Duty/Military/Official School Function

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). Make-up work for scheduled absences will be at the discretion of the instructor. In all instances, documentation must be provided to the instructor within 24 hours of receipt. Documentation should come from an appropriate party on letterhead or other official stationery with a signature and contact information. Documentation should list the corresponding dates of the leave.

Medical leave

For medical-related absences, documentation must include written notice from the treating medical professional documenting time needed off related to medical reasons and time student may resume classes. The medical reason does not need to be listed on the documentation; the documentation must include only that there is a medical reason, the amount of time the student needs to be absent, and the time the student should be able to return to classes. Students who elect to work at home while on excused leave must meet with their instructors to make arrangements to do so. Working on coursework while on medical leave is not a requirement but can be requested by students. If students request that they be allowed to work at home while on an excused leave, the instructor will make every reasonable effort to ensure that the student is able to do so.

For students who have a medical condition necessitating time off or accommodation:

- 1) They may work at home on assignments if they choose to if on medical leave approved by a medical professional
- 2) Receive appropriate accommodations related to coursework (i.e., excuse from labs with potentially harmful chemicals, have a larger desk, etc.)
- 3) Resume their studies where they left off once they return to classes
- 4) Be allowed to make up any missed work related to medical leave
- 5) Receive incompletes on their transcripts until coursework is completed, according to the incomplete grade contract
- 6) Be given a reasonable time frame in which to complete missed coursework

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Early Alert System

In an effort to ensure student retention and success, SouthArk 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 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 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 in MyCampus to the Director of Student Advising Coaches any students about whom they have these concerns. The Director of Student Advising Coaches 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 are encouraged to take advantage of campus resources such as tutoring or counseling, and increased communication with instructors. Once the student advising coach has reached the referred student, 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 student with an email that states the student has excessive absences in a class. The email also notifies the 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 Dean of Enrollment Services 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.