

Academic Information

Coursework is measured in terms of semester units. A unit equals 18 hours of lecture or 54 hours of lab work per semester in most courses. Lecture courses require additional outside of class work to equal a minimum of 48 hours of student work.

Academic Freedom

The district, the colleges, and unit members will adhere to the following in regard to academic freedom:

1. Education in a democracy depends upon earnest and unceasing pursuit of truth and upon free and unrestricted communication of truth.
2. Faculty members shall be free to exercise academic freedom, including freedom of investigation, freedom of discussion in the classroom, freedom to select texts and other instructional materials, freedom of assignment of instructional exercises, and freedom of evaluation of student efforts.
3. Faculty members acknowledge that in the exercise of academic freedom they have a responsibility to be accurate and comprehensive in making reports, to be fair-minded in making interpretations and judgements, to respect the freedoms of other persons, to exclude irrelevant matters from classroom discussions and instructional exercises, and to make appropriate distinctions between statements of fact made as faculty subject matter specialists and opinions made as private citizens.
4. The college recognizes the fundamental right of the faculty member to be free from any censorship or restraint which might interfere with the faculty member's obligation to pursue truth and maintain his/her intellectual integrity in the performance of his/her teaching functions.

Academic Integrity

Bakersfield College has the responsibility to ensure that grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty make it impossible to fulfill this responsibility, and they weaken our society. Faculty, students, administrators, and classified staff share responsibility for ensuring academic honesty in our college community and will make a concerted effort to fulfill the following responsibilities.

Any test, paper, or assignment submitted and that bears BC students' name is presumed to be the own original work that has not previously been submitted for credit in another course unless you obtain prior written approval to do so from the instructor.

In all of the assignments, including homework or drafts of papers, students may use words or ideas written by other individuals in publications, web sites, or other sources, but only with proper citation. As a general rule, if citing from a published source or from a web site and the quotation is short (up to a sentence or two) place it in quotation marks; if a longer passage from a publication or web site, please indent it and use single spacing. In both cases, be sure to cite the original source in a footnote or in parentheses. If a student is not clear about the expectations for completing an assignment or taking a test or examination, be sure to seek clarification from the instructor beforehand.

Finally, students should keep in mind that as a member of the BC campus academic community, students are expected to demonstrate integrity in all of your academic endeavors and will be evaluated on their own merits. Students should be proud of their academic accomplishments and help to protect and promote academic integrity at Bakersfield College. The consequences of cheating and academic dishonesty – including a formal written warning, possible loss of grade – are simply not worth it.

Definition of Plagiarism (KCCD Board Policy Appendix 4F7D)

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Acknowledgement of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, whether in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; in written work, failure to use quotations marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing or programming. A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor.

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

Definition of Cheating (KCCD Board Policy Appendix 4F7D)

Cheating is defined as the act of obtaining, or attempting to obtain, or aiding another to obtain academic credit for work by the use of any dishonest, deceptive, or fraudulent means. Examples of cheating during an examination include, but are not limited to, the following: copying, either in part or in whole, from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of an examination without the permission of the instructor; using or displaying notes, "cheat sheets," or other information or devices inappropriate to the prescribed test conditions, as when a test of competence includes a test of unassisted recall of information, skill, or procedure; allowing someone other than the officially enrolled student to represent the same. Also included are plagiarism as defined and altering or interfering with the grading procedures.

It is often appropriate for students to study together or to work

in teams on projects. However, such students should be careful to avoid the use of unauthorized assistance, and to avoid any implication of cheating, by such means as sitting apart from one another in examinations, presenting the work in a manner which clearly indicates the effort of each individual, or such other method as is appropriate to the particular course

A student charged with cheating or plagiarism is entitled to appeal that charge by means of the college's Student Code of Conduct. For more information, visit the Office of Student Life or visit www.bakersfieldcollege.edu/studentconduct.

Academic Standing

A student whose last completed semester GPA and cumulative GPA are 2.0 or higher and whose accumulated units of 'W' (Withdrawal), 'NP' (No Pass), and/or I (Incomplete) do not reach or exceed 50 percent shall be in good standing.

Academic Probation

Students who have attempted 12 or more semester units and who then earns a cumulative GPA of less than 2.0 during the Fall, Spring, or Summer semester shall be placed on Academic Probation for the following semester and will not be able to register until an Academic Success Probation Workshop is completed (a hold will be placed on their registration). A student shall be removed from probationary status when the cumulative GPA reaches 2.00 or higher.

In addition, students on academic probation will be limited in the number of units for which they may register. The academic status of each student is available under Academic Standing in the Registration Status section, on the online transcript in BanWeb, or printed on the student transcript updated at the conclusion of each semester.

Progress Probation

Student who have attempted 12 or more units shall be placed on Progress Probation when the percentage of all units attempted for which entries of 'W' (Withdrawal), 'NP' (No Pass), and/or I (Incomplete) reaches or exceeds 50%. Students will be unable to register for classes for the next semester until an Academic Success Probation Workshop is completed (a hold will be placed on their registration). Students shall be removed from probationary status when the percentage of all the units a student has attempted with entries of 'W', 'NP', and/or I are recorded is below 50 percent.

In addition, students on progress probation will be limited in the number of units for which they may register. The academic status of each student is available under Academic Standing in the Registration Status section, on the online transcript in BanWeb, or is printed on the student transcript updated at the conclusion of each semester.

Subject to Disqualification

Any student who has been placed on Academic and/or Progress Probation for three consecutive semesters of enrollment shall be disqualified for admissions to classes the following semester unless, during the last semester of enrollment, the student earned a GPA of 2.0 or higher or did not receive additional Ws, Is, or NPs, in which case the student shall be placed on Continued Probation.

Counseling for Probationary Students

Each student who is on probation and/or subject to disqualification should attend a face-to-face or online Academic Success Probation Workshop each semester under that status. These workshops are designed to assist students with understanding the reasons for their poor performance and help them to take steps to succeed. Contact the Counseling Department, 661/395-4421, or access the Counseling Department website at www.bakersfieldcollege.edu/counseling for more information.

Reinstatement

A student who is disqualified is ineligible to attend Bakersfield College and may be conditionally readmitted the following semester upon petition to the Counseling Department. A readmitted student will be limited in the number of units in which he/she can register. Students must make a counseling appointment to fill out a Reinstatement Petition and make a plan for future success. Contact the Counseling Department at 661/395-4421.

Academic Renewal

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The District Chancellor shall establish procedures that provide for academic renewal.

At least two years have elapsed since the coursework to be alleviated was recorded; at least eighteen (18) units of satisfactory coursework with a GPA of 2.5 have been completed subsequent to the coursework to be alleviated; and the student would initiate the request for academic renewal. This written petition will go to the Vice President or designee.

Educational Options

Bachelor's Degree

Bachelor's Degrees are awarded after completing at least 120 semester units of study, including major, general education, and graduation requirements. This is the basic degree awarded by "four-year" colleges and universities. Units earned at community colleges count toward the total units needed for a bachelor's degree if they are transferable. A bachelor's degree is usually earned in arts (BA) or sciences (BS), although other more specialized options exist, such as the Bachelor of Fine Arts.

Associate Degrees for Transfer

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Bakersfield College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to A Degree with a Guarantee's website at www.adegreewithaguarantee.com. Current and prospective

community college students are encouraged to meet with an advisor or counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

Associate Degree

Associate Degrees are awarded after completing 60 associate degree or transfer semester units of study to include major and general education requirements. An associate degree certifies the achievement of in-depth knowledge about a field of study (your major) as well as the ability to communicate, use mathematics, think critically, and understand various modes of inquiry. The degrees can be in arts (Associate of Arts) or sciences (Associate of Science). The associate degree may also be thought of as the “first half” of a bachelor’s degree, although most universities do not require that you earn it prior to transfer. If you complete the requirements for an Associate of Arts for Transfer degree (AA-T) or Associate of Science for Transfer degree (AS-T) at Bakersfield College you will earn an associate degree as well as being transfer ready. The associate degree is a college degree, and as such, has value for employment and on a resume.

Certificates of Achievement

Certificates of Achievement are awarded after completing courses related to a specific occupational area. The required units range from 12-18 or more. They are intended for students seeking employment, improving their job skills, or pursuing career advancement in a specific career field.

Job Skills Certificate

Job skills certificates are awarded upon completion of coursework in a specific occupational area. They are intended for students seeking employment, improving their job skills, or career advancement. The required courses range in unit value from 1-18.

To view the most current list of courses required to complete a certificate, please refer to the Bakersfield College Catalog

Catalog Rights / Continuous Enrollment

Students graduating within five (5) academic years of initial enrollment shall have the option of completing either: (a) the degree requirements of the College catalog in effect at the time of initial enrollment; or (b) any set of revised degree requirements published in a subsequent Bakersfield College catalog. Students graduating more than five (5) academic years after initial enrollment must adhere to the specific degree requirements in effect in any Bakersfield College catalog within the five-year period prior to the students’ graduation.

To maintain catalog rights, the student must maintain continuous enrollment during the five (5) year period. Continuous enrollment means the student must earn a grade of “A”, “B”, “C”, “D”, “F”, “NP”, “P”, “I”, “IP”, “RD”, or “W” in at least one course each academic year. For the purposes of continuous enrollment, an academic year begins with the summer semester and includes the following fall and spring terms. Petitions for exceptions should

be directed to the Executive Vice President, Academic Affairs. Catalog rights apply only to Bakersfield College graduation and program requirements. If other institutions change their requirements for entrance, graduation, satisfaction of general education patterns, or in other ways it may be necessary for the student to meet the new requirements upon transfer, even if continuous enrollment has been maintained.

Credits Allowed from Other Institutions

Students who wish to receive Bakersfield College credits for work completed at other colleges should have official copies of transcripts from such colleges sent to the Office of Admissions and Records in the Administration building, room 7. Upon student completion of a Request for Evaluation in the Office of Admissions and Records in the Administration building, room 7, those transcripts will be reviewed and credit given where appropriate. Bakersfield College only accepts transfer credits from schools that are accredited by regional accrediting commissions of schools and colleges. Transcripts from foreign institutions must be evaluated by an approved international academic credential evaluation service. Information is available at the Office of Admissions and Records in the Administration building, room 7. Evaluations made and credits allowed by Bakersfield College are subject to review and evaluation by any college or university to which a student may transfer. Qualifying as credit toward a Bakersfield College degree or certificate does not guarantee that pass-through general education will be granted. Evaluations are completed within 4 weeks from submission.

Advanced Placement Program

Advanced Placement is a program of college level courses and exams for high school students. Bakersfield College grants college credit for students who score a three or higher on Advanced Placement exams. Additional information may be obtained from the Office of Admissions and Records in the Administration building, room 7. *A score of 3, 4, or 5 is required for credit in any given courses.*

Students may submit Request for Evaluation forms to the Office of Admissions and Records in the Administration building, room 7 after they have enrolled at Bakersfield College, and they must have appropriate documentation of their successful completions of the Advanced Placement courses. A maximum of 30 units of credit by examination may be applied to the associate degree.

Refer to the Advanced Placement chart on 37.

California Community College General Education Advanced Placement

Advanced Placement score of 3, 4, or 5 is required for general education certification.

AP Examination Units	IGETC	CSU Breadth	CCC GE Areas	Semester Units	Course Credit
Art History	3A/3B	C1 or C2	Humanities	3	ART B1
Biology	5B and 5C	B2+B3	Natural Sciences	4	BIOL B11
Calculus AB	2A	B4	Language and Rationality	3	MATH B6A
Calculus BC		B4	Language and Rationality	3	MATH B6B
Calculus BC/ AB Subscore	2A	B4	Language and Rationality	3	MATH B6B
Chemistry	5A and 5C	B1+BC	Natural Sciences	4	CHEM B2A
Chinese Language and Culture	6A and 3B	C2	Humanities	3	
Comparative Government and Politics	4H	D8	Social/Behavioral Sciences	3	POLS B2
Computer Science A	N/A	N/A	N/A	3	
Computer Science Principles	N/A	N/A	N/A	3	
English Language & Composition	1A	A2	Language and Rationality	3	ENGL B1A
English Literature & Composition	1A/3B	A2+C2	Language and Rationality or Humanities	3	ENGL B1B
Environmental Science	5A and 5C	B1+B3	Natural Sciences	4	
European History	3B/4F	C2 or D6	Social/Behavioral Sciences or Humanities	3	HIST B4B
French Language and Culture	6A and 3B	C2	Humanities	3	
German Language	6A and 3B	C2	Humanities	3	
Human Geography	4E	D5	Social/Behavioral Sciences	3	
Italian Language and Culture	6A and 3B	C2	Humanities	3	
Japanese Language and Culture	6A and 3B	C2	Humanities	3	JAPN B1 & B2
Latin	6A and 3B	C2	Humanities	3	
Macroeconomics	4B	D2	Social/Behavioral Sciences	3	ECON B2
Microeconomics	4B	D2	Social/Behavioral Sciences	3	ECON B1
Music	N/A	C2	Humanities	3	MUSC B2 OR B4A
Physics 1	5A and 5C	B1+B3	Natural Sciences	4	
Physics 2	5A and 5C	B1+B3	Natural Sciences	4	
Physics C mechanics	5A and 5C	B1+B3	Natural Sciences	4	
Physics C electricity/magnetism	5A and 5C	B1+B3	Natural Sciences	4	
Psychology	4I	D9	Social/Behavioral Sciences	3	
Seminar	N/A	N/A	N/A	0	
Spanish Language and Culture	6A and 3B	C2	Humanities	3	SPAN B1 & B2
Spanish Literature and Culture	6A and 3B	C2	Humanities	3	
Statistics	2A	B4	Language and Rationality	3	MATH B22
Studio Art – 2D Design	N/A	N/A	N/A	3	
Studio Art – 3D Design	N/A	N/A	N/A	3	
Studio Art – Drawing	N/A	N/A	N/A	3	
U.S. Government and Politics	4H	D8+US-2	Social/Behavioral Sciences	3	POLS B1
U.S. History	3B/4F	(C2 or D6)+US-1	Social/Behavioral Sciences or Humanities	3	HIST B17A
World History	3B/4F	C2 or D6	Social/Behavioral Sciences or Humanities	3	HIST B2

Note: Advanced Placement Exams that Satisfy UC and CSU requirements should be checked for currency and specific college credit.
<http://admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetc-req.pdf>
<http://www.calstate.edu/transfer/requirements/AdvancedPlacementAPCourses.shtml>

College Level Examination Program (CLEP)

College Level Examination Program - CLEP	Minimum Test Score for Credit	Credits	Equivalent Course/
Business Law, Introduction to	57	3	BSAD B18
Calculus	50	4	MATH 6A
College Algebra	50	5	MATH B70
College Spanish, Levels 1 & 2 Level 1 second semester	41	8	SPAN B1 & B2
Human Growth Development	51	3	PSYC B40
Precalculus	50	4	MATH B1A
Psychology, Introductory	50	3	PSYC B1A
Sociology, Introductory	50	3	SOCI B1
Spanish	63	8	SPAN B1 & B2

Note: Transfer and acceptance of CLEP credit by another college or university is determined by their re-evaluation and acceptance in accordance to their current policies. An official CLEP score report must be sent to the Office of Admissions and Records for a determination of CLEP credit. When a CLEP exam exists that has been approved by the appropriate dean for credit as a specific course or courses in the current college catalog, department administered challenge exams will not be used to award credit in that specific course. The list above describes courses for which CLEP has been approved.

Credit by Examination

Credit by exam, sometimes referred to as a “challenge,” is a method for a student to get credit for a specific course, by proving that he/ she already has an understanding of the information contained in that course.

In order to qualify for credit by exam, a student must be currently enrolled in courses at Bakersfield College.

For some subjects, credit may be obtained by taking an exam called a CLEP (College Level Examination Program). A list of the courses for which CLEP tests are approved is available in the Office of Admissions and Records in the Administration building, Room 7, and in the Assessment Center. Department administered exams will not be used to award credit in a specific course when a CLEP exam exists. Credit may also be awarded for the Advanced Placement Program.

Students may receive “credit by exam” by producing work that equals the coursework that is normally completed in a specific course. Faculty in the department where the course exists, must assess the student work and assign a letter grade.

It is the responsibility of the student to work with the specific department to receive credit by exam. The student is also responsible for taking the Credit by Exam Form to Admissions and Records, and paying for the course in order for the course to be posted to the permanent record. It is also the student’s responsibility to obtain a Credit by Exam Form from the Office of Admissions and Records.

The college can provide no assurance that credits awarded for credit-by-examination will be treated in a similar manner by other educational institutions.

The student’s permanent record will be annotated to indicate the credit was granted by examination. A maximum of 30 units of credit by examination may be applied to the associate degree.

CLEP - College Level Examination Program

The College Level Examination Program is a means through which academic credit may be given for nontraditional forms of educational experience. Those who may have reached a college level of education through home or correspondence study, on-the-job training, television courses, military service, or other means may take the CLEP examinations which are offered by the College Entrance Examination Board through the Bakersfield College Assessment Center. Credit for the subject area examination will be awarded upon approval of the appropriate faculty chair. Subject examinations are equated with specific courses listed in the current college catalog. Further information may be obtained from the Office of Admissions and Records in the Administration building, room 7.

Students may submit Request for Evaluation forms to Admissions and Records in the Administration building, room 7 after they are enrolled in classes at Bakersfield College, and they must have appropriate documentation of their successful completions of the College Level Examinations courses. A maximum of 30 units of credit by examination may be credited toward the associate degree.

International Baccalaureate Diploma Program

The International Baccalaureate Organization’s Diploma Program is a comprehensive and rigorous two-year curriculum for university-bound students between the ages of 16 and 19. After completing the courses at the participating high school, students take the related IB examination, and the information is printed on their high school transcripts. Bakersfield College recognizes the high scholastic quality of the International Baccalaureate Diploma Program and awards credit or placement as approved. Students

who plan to enroll at Bakersfield College should submit a copy of their official IB transcript to the Office of Admissions and Records in the Administration building, room 7 for evaluation.

Units for which credit is given pursuant to these examinations will not be counted in determining the 12 semester units in residence required for an associate degree.

Military Credit

Bakersfield College will grant veterans from 2 to 12 elective credits for specific service experience and certain educational training while in the service. Evaluation of such experience and training will be made by the Office of Admissions and Records in the Administration building, room 7. Credit evaluations will conform to the regulations set forth by the State Approval Agency of the California State Department of Education and the recommendations of the American Council on Education. A maximum of 12 semester units will be allowed. On average, a Veteran student will receive the following credits: HLEDB1 (3 Units), Physical Education (2 Units), and General Education (7 Units). Evaluations comply with the regulations and recommendations of the American Council on Education. A copy of the veteran’s DD-214, member page 4 (Report of Separation from the Armed Forces) is required along with military transcripts and prior college transcripts. To request Military Transcripts please visit the following website: <https://jst.doded.mil/smart/signIn.do>

Students may submit Request for Evaluation forms to the Office of Admissions and Records in the Administration building, room 7 after they are enrolled in classes at Bakersfield College and they must have appropriate documentation of their successful completions of the military courses.

Veterans may use their military basic training to satisfy Area E of the CSU General Education Requirements or the Bakersfield College General Education Requirement by request on transcript order forms.

Tech Prep Program

Bakersfield College Tech Prep Program is an integral part of Career and Technical Education, and encourages high school students to continue education training at the college level by offering college credit for high school articulated courses. It provides a smooth transition from high school to a certificate, associate degree, or transfer at the community college without the need to repeat articulated courses. Bakersfield College currently has articulation agreements with high schools, Regional Occupational Centers and Programs, and adult schools.

Bakersfield College will articulate course credit to students who have completed and met the competency requirements of an articulated course, are admitted and in good standing at the college, and only for the course listed in the college catalog. See your high school counselor to obtain a list of courses that are currently articulated at your school or check out our Tech Prep website at: www.bakersfieldcollege.edu/techprep. Additional information can be obtained from the Office of Career and Technical Education, in the Family and Consumer Education building, room 16.

Repeating a Course

Certain Bakersfield College courses are identified in the course description sections of the catalog as repeatable, with the num-

ber of times they may be repeated indicated.

Other courses may be repeated once for credit if a grade lower than ‘C’ or its equivalent has been earned. Only second attempts will replace the first substandard grade. The original and subsequent grades will remain a part of the student’s permanent record.

If a student earns any combination of ‘D’, ‘F’, or ‘W’ on two attempts in a course taken in the Kern Community College District, that student can only register for a third time with the signature of the faculty chair of the department on a Request to Repeat a Course Beyond the Limit form. The form should be submitted to the Office of Admissions and Records in the Administration building, room 7.

Final Examinations

A final examination or evaluation is required in all courses. Instructors will give final examinations or evaluations at the regularly scheduled time.

Grades and Credits

Grading System

Grades are earned and awarded in each course and are recorded on the student’s permanent record at the end of each academic term. Evaluation of student achievement will be made in relation to the attainment of the specific objectives of the course. At the beginning of a course the instructor will explain these objectives and the basis upon which grades are determined. A student’s work is considered satisfactory when he/she maintains an average of ‘C’ (grade point average 2.0) or higher.

<i>Grade</i>	<i>Grade Points</i>
A - Excellent	4 per unit
B - Good	3 per unit
C - Satisfactory	2 per unit
D - Less Than Satisfactory	1 per unit
F - Failing	0 per unit
AU - Audit	0 per unit
P - Passing	Not computed in GPA
NP - No Pass	Not computed in GPA
I - Incomplete	Not computed in GPA
W - Withdrawn	Not computed in GPA
IP - In Progress	Not computed in GPA
RD - Report Delayed	Not computed in GPA

AU-Audit

This grade is issued to students who enroll in classes in an audit status. It will not count in GPA.

Pass/No Pass

Some courses are offered on a pass-no pass basis; the credit, no credit option will no longer be available. Upon successful completion of such a course, unit credit will be awarded. However, courses

taken on a pass/no pass basis are not used in the computation of a student’s grade point average. Regulations for such courses are:

1. A maximum of 12 units may be taken on a pass/no pass basis and applied toward the Associate in Arts or Associate in Science at Bakersfield College.
2. A maximum of three units per semester may be taken on a pass/no pass basis. Exceptions to this rule may be made

by the Executive Vice President, Student Services in cases involving Nursing, Radiologic Technology, and special remedial programs.

3. In courses in which pass/no pass is authorized, the pass grade is granted for performance which is equivalent to the letter grade of 'C' or better.
4. Combination classes (pass/no pass or grades) must have an 'A', 'B', 'C', 'D', 'F' and pass/no pass system.
5. Petitions for pass/no pass must be filed with the Office of Admissions and Records in the Administration building, room 7 no later than the first day of the third week of the semester or the last day of the first week of summer session.
6. When a student has established the basis for grading as pass/ no pass or a letter grade, he/she may not elect to change after the established deadline.
7. Courses in which pass/no pass grading may be used must be so designated by the department involved. A department may require majors to obtain letter grades in that department's major subjects. Pass/no pass forms are available in the Office of Admissions and Records in the Administration building, room 7. The following courses are approved for pass/no pass grading:
 - **ACDV** – B5A, B55, B66, B70A, B70B, B70D, B70C, B70F, B80, B190, B195, B201A, B201B, B201C
 - **ADMJ** – B60, B63, B72, B81
 - **APPR** – B60CS, B60EC, B60FA, B60FB, B60PE, B60PT, B65XF
 - **ART** – B1, B4, B17
 - **BSAD** – B9
 - **CADM** – B54, B55, B56, B58, B70A, B70B, B70C, B70D, B70E, B70F, B70G, B70H, B70I, B70J, B70K, B70L, B70M, B70N, B70O, B70P, B70R, B70S, B70T, B70U, B70V, B70W, B70X, B70Z, B71A, B71F, B71G, B71H, B71I, B71K, B71L, B71M, B71N, B71O, B71P, B71Q, B71R, B72, B73, B74, B75, B76, B77, B79
 - **COMP** B2, B10, B31, B32, B33, B43, B72
 - **CRIM** – B1, B2, B3, B4, B5, B7, B8, B9, B10
 - **ELET** – B55A
 - **EMTC** - B11, B14, B16, B17
 - **ENGL** – B60
 - **FDSV** – B55I, B71
 - **FIRE** – B25A
 - **INDT** – B10, B274
 - **MEDS** – B52, B66, B68
 - **MUSC** – B5B, B230ABC
 - **NURS** (VNRS) – all clinical components of nursing courses; NURS B70, B100, B201ABCD, B45
 - **ORNH** – B2
 - **PHED** – B3ADP, B6WT
 - **PHIL** – B7 (Philosophy majors may not take Philosophy courses for Pass/No Pass grading)
 - **RADT** – B4A, B4B, B6, B7, B10, B13
 - **SPST** – B48, B201/B201L
 - **STDV** – B1, B2, B3, B6
 - **WOOD** – B1, B2, B5, B65A, B65B
 - **WEXP** – B250

I-Incomplete

Students may request that instructors issue I grades when they have an unforeseeable emergency and justifiable reasons at the end of the term. The instructor must submit a statement of the requirements for clearance of the incomplete and also indicate

the grade to be assigned in lieu of the I if the requirements are not completed. And must be made up no later than one year following the end of the term in which it was assigned. An I may not be assigned as a withdrawal grade. If the work stipulated is not completed within the time limitation, the grade assigned in lieu of the work being completed will be entered on the permanent record.

W-Withdrawn

The student has withdrawn from a course or has been dropped from a course by the instructor between the dates indicated in these regulations.

IP-In Progress

The IP indicates the course extends beyond the normal end of an academic term and work is in progress, or the course is listed as an open-entry/open-exit course, and has been approved by the instructor to register and complete course requirements in the succeeding semester in order to receive credit and a course grade. The grade and unit credit will appear on the student's permanent record for the term in which the course work is completed. The IP cannot be given more than twice for any particular course. If a student enrolled in an open-entry, open-exit course is assigned an IP at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the instructor shall assign a grade ('A', 'B', 'C', 'D', 'F', 'P', or 'NP') to be recorded on the student's permanent record for the course.

RD-Report Delayed

The 'RD' is a symbol assigned by the Office of Admissions and Records in the Administration building, room 7, when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student.

Grade Reports

Final grades will be made available to students on the Bakersfield College web registration system as soon as possible after the end of each academic term. There will be no additional notification of grades completed or corrected.

Grade Changes

The instructor of each course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. A judgment to change or expunge a grade for reasons of fraud, bad faith, or incompetence shall be made by the college Chief Instructional Officer after consultation with the student, the instructor, and the Department Chair. All parties noted above shall be notified in writing of any changes. Reasons for any grade change shall be documented.

When students request a grade change, provisions shall be made for another faculty member to substitute for the instructor if the instructor is not available or does not respond to communications within a reasonable length of time, the student has filed a discrimination complaint, or the Kern Community College District determines that it is possible there has been gross misconduct by the original instructor.

Honors

Dean's List

Special recognition is accorded students who maintain a 3.3 grade point average during a semester in which they accumulate

at least 42 grade points earned from enrollment in Bakersfield College courses. Students whose academic achievement is at this level are placed on the Dean's List by the Office of Academic Affairs and are given general recognition on campus and in the community.

Graduation with Honors

Students who have completed at least 60 units in degree applicable letter graded courses, have taken at least 12 of those units at Bakersfield College, and who have earned a cumulative grade point average of 3.50 or higher are eligible for graduation with honors.

The honors designation will appear on the diploma and transcript as follows:

<i>Grade Point Average</i>	<i>Honor Designation</i>
3.50 - 3.69	Cum laude
3.70 - 3.89	Magna cum laude
3.90 - 4.00	Summa cum laude

Phi Theta Kappa Honor Society

Phi Theta Kappa membership is based on academic achievement. Students must be enrolled in a regionally accredited institution offering an associate degree program. They must complete a minimum of 12 hours of coursework leading to an associate degree, must generally have a 3.25 grade point average, and must enjoy full rights of citizenship. After induction, members must maintain a GPA of 3.25 or higher. There is a fee for membership in this organization.

President's Scholars

The president of Bakersfield College invites qualified members of each entering freshman class to participate in the President's Scholars Program using criteria set up by the President's Scholars/President's Re-entry Scholars Program. Honorariums of \$100 per semester and priority registration are based exclusively on meeting the program's criteria each semester.

President's Re-Entry Scholars Program

The President's Re-Entry Scholars are re-entry students who have demonstrated, by their achievement at Bakersfield College, a commitment to academic excellence. This program is designed for students who are 25 years old or older, or students who have been out of school for five years. Honorariums are \$100 per semester and priority registration is based on meeting the program's criteria each semester. An explanation of eligibility requirements and information about the program is available.

Renegade Roadmap

Learning and Career Pathways at Bakersfield College

Bakersfield College has organized course work and student support into pathways. These pathways are called Learning and Career Pathways and provide an opportunity for students to explore specific majors within a broader pathway before selecting a major with a goal to minimize excess credits and maximizing the credit for each course within the pathways majors. Often students select a major without adequate career exploration and understanding of expectations within the coursework, for instance, some students select registered nursing as a major but later discover they are more interested in another related area such as public health, radiologic technology or paramedic training. Advising within the pathway would focus on completion of courses relating to all majors before a final major was declared.

Pathways give students a sense of identity with the subject area and creates greater motivation to make a real commitment after a semester within the pathways without having to make a serious commitment to a narrow "major" before starting college. There are 9 pathways each supported by a Completion Coaching Community of experts in careers, courses, financial aid, study skills, transfer and employment to connect with students' needs. These Learning and Career Pathways are:

- Agriculture, Nutrition, and Culinary Arts
- Arts, Humanities and Design
- Business
- Education (K-8)
- Health Sciences
- Industrial and Transportation Technology
- Personal and Career Exploration
- Public Safety and Emergency Management
- Science, Technology and Engineering (STEM)
- Social Sciences, Behavioral Sciences, and Human Services

(See Renegade Roadmap on 42 for the degrees associated with each Pathway)

Health Sciences

Majors of Study

- Biology – Human Biology
- Health Information Technology
- Kinesiology
- Paramedic
- Public Health Sciences
- Radiologic Technology
- Registered Nursing
- Vocational Nursing

Business

Majors of Study

- Accounting
- Administrative Assistant
- Bookkeeping
- Business Administration
- Communication
- Economics
- Office Assistant
- Retail Management

Agriculture, Nutrition & Culinary Arts

Majors of Study

- Agriculture Business
- Agriculture Plant Sciences
- Culinary Arts
- Animal Science
- Dietetic Services Supervisor Program
- Environmental Horticulture
- Food Service Management Option
- Forestry
- Plant Science
- Plant Science – Horticulture Emphasis
- Plant Science – Crops Emphasis

Science, Technology & Engineering, Math (STEM)

Majors of Study

- Biology – General Biology
- Chemistry
- CompTIA
- Computer Science
- Engineering
- Geology
- Math
- Physics

Public Safety & Emergency Management

Majors of Study

- Administration of Justice
- Chief Fire Officer
- Correctional Administration
- Criminal Justice
- Fire Officer
- Fire Technology
- Paramedic
- Wildland Fire Technology

Social Sciences, Behavioral Sciences & Human Services

Majors of Study

- Administration of Justice
- Anthropology
- Communication
- Criminal Justice
- Economics
- English
- History
- Human Services
- Philosophy
- Pre-law Pathway
- Political Science
- Psychology
- Sociology

Industrial & Transportation Technology

Majors of Study

- Architectural Drafting
- **Bachelor of Science, Industrial Automation**
- Brakes
- Cabinet making
- Construction
- Engine Overhaul
- Engineering Technology
- Industrial Drawing
- Industrial Technology – Automotive
- Industrial Technology – Electronics
- Industrial Technology – Industrial Drawing
- Industrial Technology – Manufacturing
- Industrial Technology – Welding
- Industrial Technology – Woodworking and Cabinetmaking
- Industrial Technology – General
- Powertrain
- Tune Up Emissions

Education (Early Childhood / k-8)

Majors of Study

- Child Development Master Teacher- Infant / Toddler
- Child Development Master Teacher-Special Education
- Child development Teacher
- Early Childhood Education
- Elementary Teacher Education

Arts, Humanities & Design

Majors of Study

- American Sign Language
- Commercial Music
- Communication
- English
- Graphic Design
- History
- Journalism
- Media Arts
- Music
- Philosophy
- Photography
- Spanish
- Studio Art
- Theater Arts

Personal & Career Exploration

Majors of Study

- For the undeclared student and those exploring a variety of potential careers
- Personal Development
 - Skills Building Coursework

Bakersfield College offers a variety of degrees and short term certificates:

- BS in Industrial Automation
- Associates Degrees
- Associate Degrees for Transfer
- Certificates of Achievement
- Job skills

Each Learning and Career Pathway has a Completion Coaching Community of Pathway experts designed to help students complete their educational goals.

Renegade Road Learning & Career Pathways



Destination



Start Here



By 2020 California will need more than 1 million additional workers with degrees. But there is a looming gap in completion of those degrees and transfer to four-year colleges in California, especially for historically under-represented student populations. The strategy to mitigate this gap lies in an institutional redesign beginning with clarifying and streamlining pathways which includes:

- assessing current pathways leading to degrees and transfer (e.g. AD-Ts, C-ID, new paths)
- identification of institutional barriers for student progress (e.g. registration, financial aid)
- alignment of expectations (among K-12, Community Colleges and transfer institutions)

Bakersfield College Guided Pathways System (GPS) will redesign institutional policies, practices, systems and culture with the goal of increasing student completion, while decreasing time and cost to completion through high touch, high tech strategies. This innovation represents a college-wide shift in student support and instructional practice, with the goal to serve as a model for all CCC's through the California Pathways statewide work and Chancellor's Office work. It will require very heavy lifting, purposefully not superimposing additional initiatives, but rather transforming current policies and practices creating a manageable framework for current initiatives.

