Academic Information and Standards

ACADEMIC INFORMATION AND STANDARDS

Academic Credit

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 Honesty

The administration, faculty, and staff at Bakersfield College believe that students are entitled to the finest education that the college can make available to them. At the same time, however, a student's achievement and proficiency in subject matter must include the realization that there are standards of academic honesty which should prevail in all one's endeavors.

Accordingly, this realization further requires that each student exerts every effort to maintain these standards.

Plagiarism and Cheating

Source: Regulations at California State University, Long Beach, General Catalog, 1990-1991, p. 56.

Definition of Plagiarism

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.

Acknowledgment 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 quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even 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

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.

Every instructor has the responsibility and authority for dealing with such instances of cheating and plagiarism as may occur in class. An instructor who determines that a student has cheated or plagiarized has a range of many available options which may be as severe as giving the student a failing grade for the course. Furthermore, the student may face other penalties as stated in the college's Student Conduct Policy. Finally, it must be understood that a student who knowingly aids in another student's cheating or plagiarism e.g., permitting the other student to copy a paper or examination question, is as guilty as the other of the offense.

A student charged with cheating or plagiarism is entitled to appeal that charge by means of the college's Student Conduct Policies and Procedures.

Academic Renewal

A maximum of 20 units of substandard academic grades, ('D', 'F', 'NC,' and 'NP') taken at Bakersfield College which are not reflective of a student's present demonstrated ability may be disregarded in the computation of the grade point average if all of the following conditions exist:

1. At least five years have elapsed since the course work to be disregarded was recorded.
2. At least 12 units of satisfactory course work (2.0 GPA or higher) have been completed at Bakersfield College subsequent to the course work to be alleviated.
3. The student completes an Academic Renewal request.
4. The student states in the request the specific courses to be considered under the academic renewal policy.

If approved, the substandard work will be disregarded in the computation of the grade point average and an annotation made on the permanent record. The permanent academic record shall remain a true and complete academic history and the course work disregarded under this policy will remain on the permanent record.

Academic renewal may not be used to raise the GPA in order to qualify for graduation with honors. Academic renewal may not be applied to courses which have been used to meet graduation, certificate, and certification requirements.

Catalog Rights/Continuous Enrollment

Bakersfield College students have the right to elect to meet the graduation requirements in effect during the academic year of first enrollment or at the time of graduation. To maintain catalog rights to graduation requirements, a student must remain in continuous enrollment at Bakersfield College. This means the student must enroll in at least one semester of each calendar year. Petitions for exceptions should be directed to the 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. Upon student completion of a Request for Evaluation in the Office of Admissions and Records, 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. 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. Granting credit toward a Bakersfield College degree or certificate does not guarantee that pass through general education will be granted. (See CSU Gen. Ed. and IGETC sections.)

Advanced Placement Program

Advanced Placement is a program of college level courses and exams for high school students. Bakersfield College grants credit toward its associate degree for the successful completion of examinations of the Advanced Placement Program of the College Entrance Examination Board. Students who score a three, four or five may be granted up to six semester units of college credit per examination in accordance with established college standards and upon approval of the appropriate faculty chair. Additional information may be obtained from the Office of Admissions and Records.

Twelve semester units of satisfactory work must be completed at Bakersfield College prior to granting of credit under this program. A maximum of 30 units of credit by examination may be applied to the associate degree.

Credit by Examination

Subject to certain conditions a student may petition for credit by examination after the completion of 12 semester units at Bakersfield College, providing the student is currently enrolled and in good standing. Credit by examination may be allowed for the Advanced Placement Program, the College Level Examination Program, for fulfillment of specific Bakersfield College/high school competency agreements, or upon successful challenge by examination of specific Bakersfield College courses for which a fee equal to the current enrollment fee will be charged. Information on the policy and request for credit by examination forms may be obtained from the Office of Admissions and Records.

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 exams will not be used to award credit in that specific course. A list of the courses for which CLEP tests are approved is

available in the Office of Admissions and Records and in the Assessment Center. 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.

College Level Examination Program (CLEP)

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 examinations 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, Room A-7.

A residency of 12 semester units of satisfactory work must be completed with Bakersfield College prior to granting of credit under this program. 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 & Records 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. 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.

A minimum of 12 semester units of satisfactory work must be completed at Bakersfield College prior to granting of credit under this program.

Tech Prep Program

The Tech Prep Program is an integral part of School to Career efforts in Kern and Tulare counties. It is a consortium of 4 community colleges, 40 comprehensive high schools, 4 regional occupation centers, 22 continuation/independent study high schools and 4 adult schools.

The Bakersfield College Tech Prep Program provides opportunities for a smooth transition from high school into an associate degree or certificate program at the community college without the need to repeat articulated courses. Upon completion of 12 units at Bakersfield College, students who have fulfilled the requirements of the articulation agreement will receive the appropriate number of Bakersfield College units of credit for each course completed.

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.

Non-degree applicable credit course grades are not counted in calculating grade point averages.

Grade	Grade Points
A-Excellent	4 per unit
B-Good	3 per unit
C-Satisfactory	2 per unit
D-Passing, Less Than Satisfactory	1 per unit
F-Failing	0 per unit
AU-Audit	0 per unit
P-Pass	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 AA and AS degrees 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 Dean of Students 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 Admissions and Records Office no later than the last day of the fourth week of the semester or the last day of the second 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. The following courses are approved for pass-no pass grading:

ACDV B5a, B66, B68, B70a-f, B74, B75, B76, B91, B190, B195, B201a, B201b, B292; **ADMJ** B60, B61, B63, B81; **ANSC** B11, B71, B78; **APPR** B60cs, B60ec, B60fa, B60fb, B60pe, B60pt, B65xf; **ART** all courses except ART B16, B17ab, B17cd, B18ab, B20, B21, B22, B23, B24, B29; **ASL** B7; **AUTO** B67abc, B68, B106, B112; **BIOL** B255; **BSAD** B1, B2, B18, B19, B57, B250, B255; **CADM** B54, B55, B56, B57, 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, B72, B73, B74, B75, B76, B77, B78, B79; **CHDV** B70b, B70e, B70f, B71m; **COMS** B2, B3, B5, B10, B14, B27, B35, B40, B51, B52a, B57a, B62a, B73, B74a, B74b, B74c, B74e, B74f, B75c, B76b, B77, B78, B82, B92, B95, B96, B110, B201; **CRIM** B1, B2, B3, B4, B5, B8, B9, B10, B55; **EDUC** B24, B78, B79; **ELET** B55, B63; **ENGL** B34, B60, B255; **ENSL** B50, B60, ENSL B61 B70, B71ab, B71cd, B80, B300N, B301N, B302N, B303N, B304N; **FDSV** B71; **FIRE** B1, B2, B3, B4, B5, B6, B7, B25f, B25h, B29,B71a, B72h; **GEOL** B35a, B35b; **GERO** B30, B40, B230; **HIST** B18; **HMSV** B45; **INDT** B51, B274; **JAPN** B3, B52a; **LIBR** B34, B55; **MATH** B24, B25, B255; **MEDS** B52, B65, B66, B67L; **MFGT** B2, B3, B4, B61; **MUSC** B5ab, B20ma, B230abc; **NURS (VNRS)** all clinical components of nursing courses; NURS B52, B60, B70, NURS B100, B201abcd, B252, B253, B254, B255; **NUTR** B255; **ORNH** B2; **PHED** B2wp, B2xsd, B3ads, B3adw, B3adf, B5wsb, B6b, B6bad, B6bb, B6da, B6dwr, B6fcx, B6hx, B6kx, B6lg, B6pl, B6py, B6r, B6s, B6sa, B6sfx, B6si, B6t, B6v, B6vi, B6wt, B6wa, B6ww, B6y, B7fb, B7w, B9s, B9t, B9tr, B32, B44sb, B44so, B44vb; **PHIL** all courses except PHIL B9, B10, B18, B32, B33, B37 (Philosophy majors may not take Philosophy courses for credit/no credit grading); **PHSC** B35e; **RADT** B4a, B4b, B6, B7, B10, B13; **REAL** B58, B70a; **SPST** B48, B201/B201L; **STDV** B1, B3, B6, B51, B55a, B 60, B74m, B201, B206; **VESL** B82, B83, B84; **WOOD** B1, B2, B5, B65a, B65b; **WEXP** B250

I-Incomplete
Students may request that instructors issue "I" grades when they experience unforeseeable emergencies and have 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. An 'I' 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 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 made up or corrected.

Grade Changes
The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final. However, a student who feels a grade is in error (such as a mistake, fraud, bad faith or incompetency) may request a review of the grade by the instructor. Students who believe that a grade has been assigned in error **must** contact the instructor within the first three (3) weeks of the following semester. If the request is unresolved, refer to the Student Handbook on "Student Complaint Procedures."

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 Student Learning 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:

Grade Point Average	Honor Designation
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 3.5 grade point average, and must enjoy full rights of citizenship. After induction, members must maintain a GPA of 3.0 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, based exclusively on meeting the program's criteria each semester, are made available to President's Scholars. Contact the Dean of Student's Office located in CC-4 at 395-4614.

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. Following completion of 12 degree applicable or transferable units at Bakersfield College, eligible students are invited to participate in the program, which includes an honorarium award of $100 per semester. An explanation of eligibility requirements and information about the program are available in the Dean of Students' Office located in CC-4 at 395-4614.