

ACADEMIC INFORMATION



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, 2011-12.

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 a student a failing grade for the course, if the assignment or test for which the student cheated or plagiarized is of sufficient weight to merit a failing grade for the course. The student may face a range of sanctions 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 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

A student who has 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 they complete an Academic Success Probation Workshop (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 is

printed on the student transcript which is updated at the conclusion of each semester.

Progress Probation

A student who has 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%. They will be unable to register for classes for the next semester until they complete an Academic Success Probation Workshop (a hold will be placed on their registration). A student shall be removed from probationary status when the percentage of all the units in which a student has attempted for which 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 which is 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 that they are under that status. These workshops are designed to assist students with understanding the reasons for their poor performance and assist 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 they 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

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 coursework to be disregarded was recorded.
2. At least 12 units of satisfactory coursework (2.0 GPA or higher) have been completed at Bakersfield College subsequent to the coursework 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 coursework 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.

Associate Degrees for Transfer

California Community Colleges are now offering associate degrees for transfer to the California State University. 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 California State University 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 California State University system and given priority admission consideration to their local California State University 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 California State University campuses accept each degree, please go to: www.sb1440.org/Counseling.aspx. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

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 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. Granting credit toward a Bakersfield College degree or certificate does not guarantee that pass through general education will be granted. Evaluations are completed within 2-3 months 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.

Students may submit Request for Evaluation forms to the Office of Admissions and Records in the Administration building, room 7 after they have completed 12 units 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.

Credit by Examination

Subject to certain conditions, 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 credit by examination. Credit by examination may be allowed for the Advanced Placement Program, the College Level Examination Program (CLEP), 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 in the Administration building, room 7.

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 in the Administration building, room 7 in the Administration building, room 7 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

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.

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 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/community/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 number 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. A student who has repeated a course under this condition may file a petition with the Office of Admissions and Records in the Administration building, room 7 to have the previous grade and credit disregarded in the calculation of the GPA. 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.

Grade
A-Excellent

Grade Points
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 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, B66, B68, B70a-f, B91, B190, B195, B201a, B201b, B201c, B292
- **ADMJ** – B60, B61, B63, B81
- **APPR** – B60cs, B60ec, B60fa, B60fb, B60pe, B60pt, B65xf
- **ART** – B1, B2, B4, B17
- **AUTO** – B106, B112
- **BIOL** – B255
- **BSAD** – B9, B250
- **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
- **COMS** – B2, B3, B5, B10, B14, B27, B35, B40, B51, B74a, B74b, B74c, B74e, B75c, B82, B96
- **CRIM** – B1, B2, B3, B4, B5, B8, B9, B10, B55
- **EDUC** – B24
- **ELET** – B55a, B63
- **ENGL** – B34, B60
- **ENSL** – B22, B50, B51, B60, ENSL B61, B70, B71ab, B71cd, B80, B300N, B301N, B302N, B303N, B304N
- **FDSV** – B71
- **FIRE** – B2, B4, B5, B6, B25f, B25h, B29, B71a, B72h
- **GEOL** – B35a, B35b
- **INDT** – B10, B274
- **JAPN** – B3
- **MATH** – B255
- **MEDS** – B52, B66, B68
- **MUSC** – B5ab, B230abc
- **NURS (VNRS)** – all clinical components of nursing courses; NURS B52, B70, NURS B100, B201abcd
- **VNRS** – B1LV, B85LV, B86LV, B87LV, B95LV, B96LV, B97LV
- **ORNH** – B2
- **PHED** – B3adp, B6fcx, B6t, B6wt, B6y, B32
- **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. 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 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 Division/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.