

## ACADEMIC REGULATIONS

### 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	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
CR-Credit .....	Not computed in GPA
NC-No Credit .....	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W-Withdrawn .....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

Students who have been admitted to the college may enroll in courses as auditors with the permission of the instructor and subject to the following provisions:

1. Priority shall be given to students who wish to take the course for credit.
2. A student in a course shall not be permitted to change from audit to credit status nor from credit to audit.
3. The cost to audit a class is the same as the cost for other classes.

Course Audit Forms may be obtained in the Office of Admissions and Records.

### Credit-No Credit

Some courses are offered on a credit-no credit basis. Upon successful completion of such a course, unit credit will be awarded. However, courses taken on a credit-no credit 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 credit-no credit 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 credit-no credit basis. Exceptions to this rule may be made by the Dean of Students in cases involving nursing and special remedial programs.

3. In courses in which credit-no credit is authorized, the credit grade is granted for performance which is equivalent to the letter grade of "C" or better.
4. Combination classes (credit-no credit or grades) must have an A, B, C, D, F and credit-no credit system.
5. The election of a class by credit-no credit shall be by petition 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 credit-no credit or a letter grade, he/she may not elect to change after the established deadline.
7. Courses in which credit-no credit 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.

The following courses are approved for credit-no credit grading:

ACCT B56; ACDV B66ab, B68, B70a-f, B74, B75, B76, B190, B195, B201a, B201b, B222a, B292; ADMJ B1, B2, B3, B4, B5, B9, B10, B16, B61, B62, B69; AGRI B10; ANSC B71; APPR B60cs, B60ec, B60fa, B60fb, B60pe, B60pt, B65xf; ART all courses except ART B20, B22, B24 B29; AUTO B67abc, B68; BSAD B18a, B18b, B19; BUS B3, B50a, B50b, B56a, B56b, B57a, B57b, B252a; CADM B55, B56, B70c, B70d, B70e; CHDV B70b, B70e, B70f, B76; COMS B5, B40, B52a, B55a, B55b, B55c, B57a, B57b, B62a, B62b, B62c, B72a, B72b, B73, B74a, B74b, B74c, B77, B201; DANC B6md; ELET B55; ENGL B34, B60, B255; ENVT B1a, B1b; FDSV B71; GERO B1; HMSV B45; INDT B50a; INSE B80, B81; MATH B56, B66; MEDS B65, B66, B67L; MGMT B50a, B51a, B51b, B51c, B52, B53, B54, B55, B70a-z; MKTG B72; MUSC B5abcd, B20ma, B230abc; NURS (VNRS) all clinical components of nursing courses; NURS B52, B70, B253, B254, B255; OFFT B255; ORNH B2; PHED B3adp, B3ads, B3adw, B5wsb, B6a, B6b, B6bad, B6bb, B6fcx, B6g, B6giB 6hx, B6Lg, B6md, B6pf, B6r, B6s, B6sc, B6sf, B6sfx, B6t, B6ti, B6v, B6vi, B6wt, B7fb, B7w, B9s, B9t, B9tr, B32, B32s, B52; PHIL all courses except PHIL B9, B10, B32, B33, B37 (Philosophy majors may not take Philosophy courses for credit/no credit grading); PHSC B35e; POLS all courses except Political Science B1, B2, B3, B12; RADT B4a; REAL B70abcde; SMBS B54, B60, B63, B72, B73; SOCI B45; SPCH B3; SPST B48; STDV B1, B3, B6, B51, B53, B55a, B74m, B201; WEXP B250ab

### I-Incomplete

A grade of "I" indicates the student has not completed the requirements of the course. 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, as 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, NC, or CR) 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.

**Academic Freedom**

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

Education in a democracy depends upon earnest and unceasing pursuit of truth and upon free and unrestricted communication of truth.

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.

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.

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.

**Cheating and Plagiarism**

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 assignment. 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.

### **Credits Allowed**

Evaluations made and credit allowed by Bakersfield College are subject to review and evaluation by any college or university to which a student may transfer.

### **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, and upon successful challenge by examination of specific Bakersfield College courses. Information on the policy and proce-

dures may be obtained from the Office of Admissions and Records.

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.

### **Advanced Placement Program**

The 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 division chair. Additional information may be obtained from the Office of Admissions and Records.

A residency of 12 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.

### **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 division 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.

A residency of 12 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 credited toward the Associate Degree.

### **Military Credit**

Bakersfield College will grant credit to veterans for specific service experience and certain educational training completed while in the service. Evaluation of such experience and training will be made by the Admissions and Records Office. 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.

**Probation**

**Academic Probation-**A student who has attempted at least 12 cumulative semester units shall be placed on academic probation when he/she has earned a cumulative semester grade point average below 2.0.

**Progress Probation-**A student who attempted at least 12 cumulative semester units shall be placed on progress probation when the percentage of all units for which entries of “W”, “I”, and “NC” reaches or exceeds 50 percent.

Students transferring from other collegiate institutions will be placed on probation according to these same standards.

Students on probation may be limited to specific courses and to the number of units for which they may register.

The academic status of each student is printed on the Student Grade Report which is issued at the conclusion of each academic term.

**Removal From Probation**

A student on academic probation for a grade point deficiency shall be removed from probation when the student’s cumulative grade point average is 2.0 or higher.

A student on progress probation shall be removed from probation when the percentage of “W”, “I”, and “NC” units falls below 50 percent.

**Disqualification**

Any student who is placed on academic probation for three consecutive semesters of enrollment shall be disqualified for admission to classes the following semester unless, during the last semester of enrollment, the student earned a grade point average of 2.0 or higher, in which case the student shall be placed on continued probation.

Any student who is placed on progress probation for three consecutive semesters of enrollment shall be disqualified for admission to classes the following semester, unless during the last semester of enrollment, the percentage of units with entries of “W”, “I”, and “NC” was less than 50 percent, in which case the student shall be placed on continued probation.

**Reinstatement**

A student who is disqualified may be conditionally readmitted the following semester upon petition to the Academic Standards Committee. A readmitted student may be restricted

to specific courses or programs and a limitation may be placed on the number of units attempted. Readmission petition forms may be obtained in the Counseling Center.

**Course Repetition**

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 to have the previous grade and credit disregarded in the calculation of the GPA. The original and subsequent grades will remain a part of the student’s permanent record.

Courses may also be repeated if the previous grade is at least in part a result of extenuating circumstances such as verified cases of illness, accidents, or other circumstances beyond the control of the student and if a significant lapse of time (three years) has occurred since the course was taken. In these circumstances, the previous grade will not be disregarded in the calculation of the GPA.

The college can provide no assurance that repeated courses will be treated in a similar manner by other educational institutions.

**Academic Renewal**

A maximum of 20 units of substandard academic grades (“D”, “F” and “NC”) 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) have been completed at Bakersfield College subsequent to the course work to be alleviated
3. The student petitions in writing to the Director of Admissions and Records stating the reasons for requesting academic renewal
4. The student states in the petition 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.

### **Class Attendance**

Regular class attendance is expected of all students enrolled in the college. It is especially important that students attend the first session of each class for it is at this time that instructors may distribute syllabi and course requirements, and explain what is expected in terms of attendance. Students enrolled in classes that are full *may* be dropped by the instructor if they do not attend the first class session. (See First-Day Drop Policy below.)

### **First-Day Drop Policy**

Because many classes become filled and are closed, and instructors often maintain waiting lists of students who wish to enter these classes, students in lecture and/or lab courses *may* be dropped if they do not attend the first class meeting without notifying the instructor.

Students in open entry courses may be dropped if they do not begin attending during the first week of classes.

### **Withdrawing From Classes**

Students are responsible for officially withdrawing from any class or classes in which they no longer wish to be enrolled. Non-attendance or non-payment does not release the student from this responsibility. After registration has been completed, and within the withdrawal date guidelines, students may drop from a class or classes through the telephone or web registration system. Non-attendance does not release the student from this responsibility and may result in a failing grade being awarded.

Within the withdrawal date guidelines, instructors may drop students from a course for nonattendance, disruption, or failure to meet the requirements of the course.

A student who withdraws or is dropped from a semester-length course through the 30 percent date of the fall or spring semester will not have the course included on the permanent record. A "W" will appear on the permanent record for courses dropped between the 30 percent date and the 70 percent date of the semester. No courses may be dropped after the 70 percent date. In courses other than semester length, the instructor or Admissions and Records Office should be consulted regarding withdrawal date deadlines.

A student or student's representative may contact the Admissions and Records Office regarding the procedure to withdraw after the final withdrawal date deadline if there are verifiable extenuating circumstances. This must be done by the last day of classes and prior to the beginning of the final examination period for the term in which the withdrawal will apply.

Q "W" is not used in calculating grade point averages, but excessive "Ws" will be used as factors in progress probation and disqualification.

Students who find it necessary to withdraw from the college are required to return all check-out supplies, equipment and library books, and pay all fines and debts owed the college.

### **Adding Classes**

After registration has been completed and prior to the beginning of the semester, students may officially add a class to their programs through the telephone or World Wide Web registration systems. Beginning with the first day of the semester, depending on the date and status of each class, written permission may be required in order to add classes. Signed Enrollment Transaction forms must be submitted in person to the Office of Admissions and Records. Students must be officially enrolled before attending any class.

### **Attendance**

The attendance policy for each course is established by the instructor and communicated to each class, preferably in writing. Attendance policies will be reasonably related to course objectives, the requirements of institutional reporting, and legitimate absences. Instructors are responsible for maintaining accurate attendance and scholarship records.

While it is the responsibility of instructors to communicate attendance policies and to apply them equally to all students, it is the responsibility of students to know the policy in each of their classes and to be aware of their current attendance status. Students who have been absent from a class should notify the instructor of the reason for the absence. Absence in no way relieves students of responsibility for work missed. Excessive absence may result in the student being dropped from the course. Instructors should drop a student from a course when absences number the equivalent of two weeks of class recorded from the first day of instruction. If particular circumstances warrant and can be justified academically, faculty members may drop students after less than two weeks of absences.

Faculty members should give full consideration to excusing students from classes to participate in scheduled college activities, e.g. athletics, music, forensics, field trips, etc. The student must make arrangements in advance to make up the work to be missed.

Students are responsible for officially withdrawing from any class or classes in which they no longer wish to be enrolled. Non-attendance does not release the student from this responsibility.

### **Continuous Enrollment**

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 of Instruction.

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.

### Final Examinations

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

### Grade Reports

Final grades will be made available to students by telephone or on the World Wide Web as soon as possible after the end of each academic term. There will be no additional notification of grades made up or corrected.

A student may obtain a printed grade report of the previous semester's grades through the third week of the semester in the Office of Admissions and Records. It will be necessary to request official or unofficial transcripts at all other times during the year.

### 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 in the absence of mistake, fraud, bad faith or incompetency.

A student who feels a grade is in error may request a review of the grade by the instructor. Errors may be corrected only by the instructor.

### 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 Committee. Scholarships based exclusively on academic performance are made available to President's Scholars and certain services and benefits are available to assist them in carrying out their academic program. Contact the Office of the Dean of Students or your high school counselor for more information.

### President's Re-Entry Scholars Program

The President's Reentry Scholars are reentry students who have demonstrated, by their achievement at Bakersfield College, a commitment to academic excellence. Following one semester of full-time enrollment, eligible students are invited to participate in the program, which includes services and a monetary award. An explanation of eligibility requirements and information about the program are available through the Re-entry Center or the Office of the Dean of Students.

### Student Conduct

Students are expected to observe reasonable standards of behavior. Failure to respect the rules of the college and the rights of others are sufficient reasons for disciplinary action according to the Student Conduct and Fairness Procedure.

The Fairness Procedures for students (grievance procedures) are published in the Student Handbook or a copy may be obtained in the Office of the Dean of Students.

### Library Regulations

All registered students are encouraged to use the resources and services available in the library. The GADES card serves as the library card. Books may be checked out for three weeks if not on restricted reserve or reference. Fines are imposed for overdue materials. Information on library hours and regulations is given in the Student Handbook or may be obtained from a library staff member (395-4461).

### 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. Students whose academic achievement is at this level are placed on the Dean's List by the Office of Instruction 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

### Changes of Address, Telephone Number or Name

Students must officially notify the Admissions and Records Office when there is a change in their address, telephone number or name. Students will be held responsible for all mail missent or for not receiving information.

### College Transcripts

Upon written application by the student, a transcript of all work completed at Bakersfield College will be prepared and forwarded to any college, university or individual designated by the student. Two transcripts are provided free; thereafter, a fee of \$2 is charged for each transcript. Transcript requests are processed between three and five working days. An additional fee of \$5 is charged for processing a transcript "rush" request within 1 1/2 hours. To receive a transcript with same-day service, the request may be made between 8:15 a.m. and 3 p.m. Requests for "rush" service made after 3 p.m. will be ready by 10:00 a.m. the following day.

**Verification of Enrollment**

The Admissions and Records Office will complete a verification of enrollment upon written request by the student. A fee of \$2 is charged for each verification. The \$2 fee is waived for financial aid academic progress verification.

**Student's Schedule of Classes**

At the time of registration each student is provided with a copy of his/her current schedule of classes. Students may use the telephone or web registration systems to check their schedules.

**Holds on Records and Registration**

A hold will be placed on a student's record whenever that student is delinquent or has failed to pay any debt owed to the college or failed to return any library books or other college property or equipment. Students with holds will not be allowed to register; receive transcripts, certificates or diplomas; have transcripts forwarded; and/or receive other services related to student records. When the student has cleared the obligation with the college, the hold will be removed.