**Academic Integrity (Bakersfield College Catalog 2017/18)**

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.