

sult with their adviser in choosing a study abroad program and must obtain approval from the dean of International Studies and the Faculty Executive Committee. The procedures for approval, credit transfer, requirements for return, and room draw eligibility are the same as for an academic leave of absence.

### **Academic Deficiencies**

The Faculty Executive Committee determines the status of students with academic deficiencies, with attention to the following guidelines.

1. A warning letter may be sent to students whose academic work is deficient but does not merit probation.
2. A first semester student who receives a C and a D or worse will be placed on academic probation.
3. Students other than first semester students who receive two Cs or worse will be placed on probation.
4. A student who has failed to make satisfactory progress toward their degrees may be required to take a mandatory leave of absence. Factors taken into account include grades, failure to moderate in the second year, and the accumulation of incompletes and withdrawals. A student on mandatory leave of absence may return to the College only after having complied with conditions stated by the Faculty Executive Committee.
5. To be removed from probation, a student must successfully complete at least three courses (12 credits) during the next semester with no Incompletes, and fulfill any other stipulations mandated by the Faculty Executive Committee.
6. A student who is on probation for two successive semesters may be dismissed from the College.
7. A student who receives three Fs or two Fs and two Ds may be dismissed from the College.

Decisions about a student's status are made at the discretion of the Faculty Executive Committee, taking into consideration the student's entire record and any recommendations from the student's instructors, advisers, and relevant members of the administration. Academic dismissal appears on a student's transcript.

### **Plagiarism and Academic Dishonesty**

To plagiarize is to "steal and pass off as one's own the ideas, words, or writings of another." This *Webster's Dictionary* definition is quite straightforward, but it is possible for students to plagiarize inadvertently if they do not carefully distinguish between their own ideas or paper topics and those of others. The Bard faculty regards acts of plagiarism very seriously. Listed below are guidelines to help students avoid committing plagiarism.

— All work submitted must be the author's. Authors should be able to trace all of their sources and defend the originality of the final argument presented in the work. When

taking notes, students should record full bibliographical material pertaining to the source and should record the page reference for all notes, not just quotations.

- All phrases, sentences, and excerpts that are not the author's must be identified with quotation marks or indentation.
- Footnotes, endnotes, and parenthetical documentation (called innoting) must identify the source from which the phrases, sentences, and excerpts have been taken.
- All ideas and data that are not the author's must also be attributed to a particular source, either in a footnote, endnote, or innote.
- Bibliographies must list all sources used in a paper. Students who have doubts as to whether they are providing adequate documentation of their sources should seek assistance from their professor or from Academic Resources before preparing a final draft of the assignment.

The penalties for plagiarism are as follows:

- Failure in the course in which plagiarism occurs.
- Denial of the degree in cases involving a Senior Project.
- Expulsion from the College for a second offense.

The following penalties may be imposed on students who write a paper or part of a paper for another student, even if this is done during a formal tutoring session.

- Loss of all credit for that semester and suspension for the remainder of that semester.
- Expulsion for a second offense.

Any student accused of plagiarism or of writing for another's use may request a hearing before the Faculty Executive Committee supplemented by two representatives of the Student Educational Policies Committee. The student must request this hearing within 24 hours after he or she has received written notification of the charge. The findings of this body are final. Students may not submit the same work, in whole or in part, for more than one course without first consulting with and receiving consent from all professors involved.

### **Withdrawal from the College and Rematriculation**

Students in good academic standing who find it necessary to withdraw from the College may apply for rematriculation. They must submit an application for rematriculation to the dean of students, stating the reasons for withdrawal and the activities engaged in while away from Bard. A student who leaves Bard for medical reasons must also submit a physician's statement that the student is ready to resume a fulltime academic program.

Students in good academic standing who wish to withdraw for a stated period of time (one semester or one academic year) may maintain their status as candidates for the bachelor of arts degree by filing in advance a leave of absence form approved by the dean of students. Such students may rematriculate simply by notifying the dean of students

of their intention to return by the end of the semester immediately preceding the semester for which they intend to return.

Students dismissed for academic reasons may apply for readmission after one year's absence from Bard by writing to the dean of the College, who will present the application to the Faculty Executive Committee. The student's records at Bard and applications for readmission are carefully reviewed; the student must have fulfilled the requirements specified by the Executive Committee at the time of his or her dismissal.