

Academic Policies

Scholastic standards of Hartnell College are established to assist students in making appropriate educational plans. The College will advise students of their educational progress in order that students may make sound self-appraisal of their college work and of interest without undue concern for his/her grade point average. This policy also recognizes that a standard grade may not always measure the value of a course to an individual student.

On or before the last day of the instructional term, the student shall inform the Admissions & Records Office, by petition, of his/her intention to complete a course for a grade or on Pass/No Pass basis, and the instructor shall report to the Dean of Student Affairs a final grade of "P" or "NP" for students who so petition. Students may repeat a course in which a grade of "NP" is earned.

Grade Point Average

Grade Point Average (GPA) is determined by dividing the total units attempted into total grade points from A, B, C, D, and F grades. (P, W, I, IP, and NP are not included in the total course units attempted.) For example, a student who earns a 30.46 (a 8in)-6.3

Non-Evaluative Symbols

The following non-evaluative symbols authorized are "I," "RD," "W," "EW," and "MW".

Definitions:

Incomplete (Symbol "I")

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" symbol shall be stated by the instructor in written record, which shall also indicate the grade to be assigned in lieu of its removal. This record must be given to the student with a copy placed on file in the Admissions & Records Office until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" must be made up no later than the last class day of the semester following the one in which the "I" grade was assigned; otherwise, the in lieu grade will automatically be entered on the transcript. Students may not register for the same course in order to make up the incomplete work. The "I" symbol shall not be used in calculating units a (b.7 (s) ())TJ-8.58dme)-2ohhits ame

accepted for credit at Hartnell the Advanced Standing (Transfer Coursework) will show. However, official transcripts from those other colleges must be requested directly from those institutions.

Transcript requests are usually processed within a minimum of 7 working days or fewer and may take up to 15 working days at the end of the semester.

Rush Service: Rush Service is available for an additional \$12 fee per transcript. Rush Service transcript requests will be processed within one working day of receipt of the request. We do not offer an overnight mail delivery service. We use regular US mail service only. Rush Service is only available from the 2nd through the 15th week of each semester. Rush Service is not available during the Add/Drop period.

Students may print their own unofficial transcript by accessing PAWS Self-Serve at www.hartnell.edu.

Probation and Dismissal BP/AP 4250 and AP 4255

Probation

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W", "I", "NC" and "NP" were recorded reaches or exceeds (50%) percent.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below fifty (50%) percent.

Notification of Probation

Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Hartnell College will notify students of their placement on academic or progress probation no later than thirty days following the end of fall and spring semesters. The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available to alleviate probation.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three (3) consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries "W", "I", "NC" and "NP" are recorded in at least three (3) consecutive semesters reaches or exceeds fifty (50%) percent.

At the end of the third semester on which the student is on academic

member issued their final grade because of a mistake, fraud, bad faith, or incompetence. See the Hartnell College Student Handbook for additional information.

In all cases, the instructor who first awarded the grade will be given written notice of the change. If the faculty member is not available, the request should be submitted through the appropriate Dean and/or Vice President; however, only the faculty member that assigned the original grade may authorize a change of grade.

Repetition of Courses BP/AP 4225

Except where allowed by regulation, the maximum number of times a student can enroll in a credit course and receive an evaluative or non-evaluative symbol is three. Alling symbols included in this total

5. Significant Change in Industry or Licensure Standards. A Course Audit may be allowed under the following conditions:
 - A student may petition the district to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Such courses may be repeated for credit any number of times. The course must be requested and approved through the Course Repetition petition process. The student is required to certify or document that there has been a significant change in industry or licensure standards necessitating course repetition. The grade and credit will be included in the student's grade point average each time the course is taken.
 - Auditors must be eligible for admission to the college as regularly enrolled students.
 - Auditors must have exhausted their eligibility to enroll in the course for credit.
 - Students enrolling for credit will have priority in all credit classes. Auditors are required to attend the first class meeting but will be permitted to register for the course only at the conclusion of the add/drop period and on a space available basis, but no later than the third week of classes for the fall/spring semesters and two weeks for summer/intersessions.
6. Military Withdrawals (MW) shall not be counted in progress probation and dismissal calculations or the permitted number of withdrawals or the student enrollment limit.
7. Extenuating Circumstances. A student may petition to repeat a course where a previous standard or substandard grade was earned, one time, for extenuating circumstances based upon extreme documented, verifiable situations beyond the student's control. Extraordinary circumstances are those which would justify the District providing the student a refund. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. The course repetition must be requested and approved through the Course Repetition Appeal Request petition process. The previous grade and credit will be disregarded in the student's grade point average.

IV. When courses are repeated under this procedure, the student's permanent academic record shall clearly indicate any courses repeated and be annotated in such a manner that the record of all work remains legible, insuring a true and complete academic history.

V. Nothing in this procedure can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

VI. Apportionment will be limited as set forth in section 58161.

Auditing Classes BP/AP 4070

The Board authorizes a person to audit a community college course, and the District may charge that person a fee pursuant to California Education Code section 76370. The CEO or designee establishes procedures for course audit. Auditing fees will be charged as authorized in BP 5030 and published in the schedule of classes for each term.

Classroom attendance of students auditing a course shall not be included in computing the apportionment due a community college district.

The student shall meet with a counselor to begin the Credit for Prior Learning assessment petition
Enrollment services shall grant credit for industry-recognized credential(s) that have already been evaluated and approved by the appropriate faculty designee
If an industry-recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:

- o The student meets with the faculty designee to receive further instructions for industry recognized credential(s) assessment
- o The student submits all industry recognized credential documents to the faculty designee for assessment of prior learning
- o If the faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to the Records Office to be kept on file and recorded on the student transcript

Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate faculty designee under the following circumstances:

A department approved portfolio assessment rubric for the course is on file • The student shall meet with a counselor to begin the Credit for Prior Learning assessment petition

The student meets with the faculty designee to receive further instructions for student-created portfolio assessment

The student submits all portfolio documents to the faculty designee for assessment of prior learning

If the faculty designee determines the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward to the Records Office to

Course grades, to the extent permitted by Education Code Section 76224(a), which provides:

"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors.

The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

Further Explanation of Academic Dishonesty

Dishonesty includes, but is not limited to, in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to college staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism, and furnishing information. These are not all-inclusive, and the list itself is not meant to limit the definition of cheating to just those mentioned.

1. In-class cheating: During an examination or on any

Other Complaint Processes

After completing the Hartnell College grievance process, students and members of the public who desire to file a formal complaint with the California Community College Chancellor's Office or the Accrediting Commission for Community & Junior Colleges (AACJC) may do so by following the web links shown below:

Chancellor's Office

[California Community Colleges Chancellor's Office > Complaints Form](#)
<http://californiacommunitycolleges.cccco.edu/complaintsform.aspx>

Accrediting Commission for Community & Junior Colleges

[Accrediting Commission for Community and Junior Colleges | Western Association of Schools and Colleges](#)
<https://accjc.org/complaint-process/>

Academic Dishonesty BP 4031/AP4031

Instructor Disciplinary Action When Academic Dishonesty Occurs

Academic dishonesty and related definitions of cheating and plagiarism are defined in AP4031. When a student is charged with plagiarism or cheating related to a class and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

1. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.
2. Issue a "NP" or a failing grade ("F") for the assignment in question. The faculty will refer the case to the Dean of Academic Affairs and provide them with the related documentation for record of the violation. The Dean of Academic Affairs Office may consider additional sanctions as outlined in the Student Discipline AP5520 in cases of continued plagiarism or cheating. The student has a right to appeal any of these disciplinary actions and the right to have the case reviewed by a Hearing Board. If the student wishes to appeal, he should contact the Director of Student Affairs (Student Life) within five working days of notification of the disciplinary action.

6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in (a) 283.7 h18.3 a0 ver)5.6 (e)7 (c6 de TD [(Di)(e)0 ()-1)6.h-1 -1-1n-127t

Expulsion – Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms.

Removal from class – Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Written or verbal reprimand – An admonition to the

4. HEARING PROCEDURES

a. Request for Hearing.

Within five (5) days after receipt of the Superintendent/President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Superintendent/President or designee.

Schedule of Hearing – The formal hearing shall be held within five (5) days after a formal request for hearing is received.

Hearing Panel – The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member and one student.

The Superintendent/President, the president of the Academic Senate, and the Director of Student Affairs (Student Life) shall each, at the beginning of the academic year, establish a list of at least five persons who will serve on student disciplinary hearing panels. Those appointed to the panels will continue serve until such time that new panels are established. The Superintendent/President shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

Hearing Panel Chair

The Superintendent/President shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

b. Conduct of the Hearing

The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.

The facts supporting the accusation shall be presented by a college representative who shall be the Director of Student Affairs.

The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.

The student may represent himself/herself, and may also have the right to be represented by a person of his/her choice except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote -1.407 cA* [(hearing pan)5.7 (e)-2.1 (lx.4 TD of

transcribing service. The student may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.

Within ten (10) days following the close of the hearing, the hearing panel shall prepare and send to the Superintendent/President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

- c. Superintendent/President's Decision
Long-term suspension – Within ten (10) days following receipt of the hearing panel's recommended decision, the Superintendent/President shall render a final written decision. The Superintendent/President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Superintendent/President modifies or rejects the hearing panel's decision, the Superintendent/President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President shall be final.

Expulsion – Within ten (10) days following receipt of the hearing panel's recommended decision, the Superintendent/President shall render a written recommended decision to the Board of Trustees. The Superintendent/President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Superintendent/President modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The

Superintendent/President decision shall be forwarded to the Board of Trustees.

- d. Board of Trustees Decision
The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures.

The student shall be notified in writing, by registered or certified mail or by personal service, at least three (3) days prior

and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days. (Ed. Code § 66017)

b. Removal from Class

Any instructor may order a student removed from his/her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Director of Student Affairs who will communicate the action to the Office of Campus Safety and Security. The Director of Student Affairs shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests the Director of Student Affairs shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Director of Student Affairs from recommending further disciplinary procedures in accordance

6. TIME LIMITS

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

7.

HARTNELL COLLEGE STUDENT RIGHT-TO-KNOW INFORMATION

Information Disclosure: The federal Student Right-to-Know (SRTK) and Campus Security Act of 1990 requires all institutions of higher education to disclose information about program completion and transfer rates. The information presented here provides the academic success three year tracking period for all first-time, full-time students who were first enrolled at Hartnell College in fall 2017 with educational goals of earning a degree, earning a certificate, or transferring to a four-year institution. This cohort represents only a small proportion of all students enrolled and only for the tracking period.

Definitions: A completer is a student who attained a certificate or degree or became transfer prepared during the tracking period from fall 2017 to spring 2020. A transfer-prepared student is a student who completed 60 transferable units with a GPA of 2.0 or better. A transfer student is a student who transferred to another postsecondary institution prior to attaining a degree, certificate or becoming transfer prepared during a five semester period from spring 2018 to spring 2020.

Official Rates: Hartnell College's completion rate is 34.3%. Compared with the statewide completion rate across all California community colleges of 33.3%. The official SRTK Hartnell transfer rate for the 2017 cohort is 4.0%, compared with the statewide transfer rate of 8.6%. Please note that SRTK rates substantially underrepresent success in preparing students for transfer to institutions, as the methodology only allows each student to be counted once, even though a student can both complete a degree and transfer to a four-year institution. Students who complete a degree and also transfer are counted only in the completion category; they are not in the transfer category. Additionally, SRTK rates do not account for student outcomes occurring after the three year tracking period.

Trends: Over the last four years (2015-2019 cohorts), Hartnell College has maintained a commendable average completion rate of 34.7%, notably 1.4% higher than the statewide average of 33.3%. However, the average transfer rate was 5.6%, which, while lower than the statewide average of 9.7%, reflects ongoing structural challenges rather than a shortfall in institutional performance.

From 2015 to 2019, there has been a downturn in both the completion and transfer rates at Hartnell, with a 5.3% drop in completion rates and a 4.1% drop in transfer rates.