

## Academic Policies

Scholastic standards of Hartnell College are established to assist students in making appropriate educational plans. The College will advise8D [(kti.049rtr1 (e Co6ir)-4tionatr1 (j)2)1 plaou6 (d)-4 (a)1 self-ropnne Co6irwilwil J -0.0 0.04 0 -1.207 TD [(sTj /T10002 T5 0.049148w 0

towards graduation and will not affect the student's grade point average.

Offering courses for pass/no pass grades provides the student with the opportunity to explore areas outside his/her current interest without undue concern for his/her grade point average. This policy also recognizes that a standard letter grade may not always measure the value of a course to an individual student.

On or before the last day of the fifth week (or 25%) 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, I, W, IP, and NP are not included in the total course units attempted.) For example, a student who earns a B in a class worth four units, an A in a class worth three units, a C in a class worth two units, an F in a class worth three units, and a B in a class worth one unit would have a GPA (Grade Point Average) of 2.38, calculated as follows:

4 units of B x 3 points	=	12	grade points
3 units of A x 4 points	=	12	grade points
2 units of C x 2 points	=	4	grade points
3 units of F x 0 points	=	0	grade points
1 unit of B x 3 points	=	3	grade points
13 total units attempted	=	31	total grade points
31 Grade Points	=	2.38	Average
13 Total Units Attempted	=	(or a 2.38 GPA)	

### President's Honor Roll and Dean's List

Full-time students earning a grade point average of 3.5 to 4.0 in a semester are included on the President's Honor Roll each semester. Those full-time students who earn a grade point average of 3.0 to 3.49 in a semester are placed on the Dean's List. This applies to students completing 12 or more units of letter grade work per semester.

## Non-Evaluative Symbols

The following non-evaluative symbols authorized are •I,Ž •RD,Ž •W,Ž and •MW,Ž.

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Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an •I,Ž symbol being entered in the student's record. The condition for removal of the •I,Ž 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,Ž 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,Ž must be made up no later than the last class day of the semester following the one in which the •I,Ž 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,Ž symbol shall not be used in calculating units attempted nor for grade points. The student may petition the instructor for a time extension (one additional semester only) due to extenuating circumstances.

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Students' withdrawal from a class or classes shall be authorized through the last day of the 14th week (or 75%) of the instructional term. No •W,Ž will be given after the 14th week. After the fourteenth week, the only grades given will be •A,Ž •B,Ž •C,Ž •D,Ž •F,Ž •NP,Ž •P,Ž. No notation (•W,Ž or other) shall be made on the academic record of the student who withdraws during the first three weeks or 20% of a term, whichever is less.

For semester-length courses (16-18 weeks), withdrawal between the end of the third week and the last day of the fourteenth week of instruction shall be recorded as •W,Ž on the student's record. For courses less than a semester in length, withdrawal between 20% and 75% of the course shall be recorded as •W,Ž on the student's record. The •W,Ž shall not be used in calculating grade point averages, but excessive •W,Ž (see Standards of Probation and Dismissal) shall be used as factors in probation and dismissal procedures.

The Admissions and Records Manager may, by regulation, authorize withdrawals from a class or classes in extenuating circumstances after the last day of the fourteenth week (or 75% of the term, whichever is less) upon petition of the student or his/her representative. The

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## Hartnell Transcripts

Upon written request, two official transcripts of record, bearing the seal of the Hartnell College and signature of the Dean of Student Affairs, will be mailed without charge. Additional copies are \$8.25 each, payable at the time of the request. *Transcripts will not be released until all financial obligations to the College are cleared. See Impound of Records for more information.*

Students may access our new ~~online~~ transcript ordering service which is available 24/7 and is located on our webpage at: <https://www.hartnell.edu/students/admissions/transcripts/>. The signed transcript request form may be faxed to (831) 759-6014. The credit card payment form may be downloaded and faxed if any fees are owed.

The official transcript includes courses taken at Hartnell College, and if transcripts from other colleges have been previously evaluated and 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 \$18 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 17th week of each semester. Rush Service is not available during the Add/Drop period or during Finals.

Students may print their own unofficial transcript by accessing PAWS for students at [www.hartnell.edu](http://www.hartnell.edu)

## Probation and Dismissal BP/AP 4250 and AP4255

### 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).

# Grade Change Policy BP 4231

## Changing Grades

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 incompetence. •MistakeŽ may include, but is not limited to errors made by an instructor in calculating a student's grade, and clerical errors. •FraudŽ may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or where the District determines that it is possible that there may have been gross misconduct by the original instructor.

In the case of a mistake, fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Dean of Enrollment Services or designee. The student may file a final grade complaintŽ if they have evidence that the faculty 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

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3. Occupational Work Experience. A student may repeat a course in occupation work experience under the circumstances described in section 55253. When an occupation work experience course is repeated pursuant to that section, the grade received each time shall be included for purposes of calculating the student's grade point average.
4. Disabled Students as part of a Disability-Related Accommodation. Special classes for students with disabilities can be repeated any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student. The course must be requested and approved through the Course Repetition petition process. The previous grade and credit will be disregarded in computing the student's grade point average each time the course is repeated.
5. Significant Change in Industry or Licensure Standards. 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.
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

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## Student Conduct and Due Process

### Student Rights

In joining the academic community, students enjoy the right of freedom to learn and share responsibility in exercising that freedom. Students, as well as other members of the academic community, are expected to conduct themselves in accordance with the standards of the College which are designed to perpetuate its educational purposes. When a student is charged with misconduct, such a charge will be processed in accordance with the College's Board Policies (BP) and Administrative Procedures (AP) related to Standards of Student Conduct, Student Discipline, and Student Rights, Grievances, and Complaints in order to protect the student's rights and the College's interest. Copies of these policies and administrative procedures are available from the Office of Student Affairs and on Hartnell's website.

### Privacy Rights of Students

Students are advised that the College maintains a policy pursuant to federal and state law providing access to students' records only upon written request of students or former students. The College does maintain directory information which is defined as:

1. Name
2. Major field of study
3. Full or part time enrollment status
4. Student participation in officially recognized athletic teams including weight and height and high school of graduation.
5. Dates of attendance
6. Degrees and certificates awarded including honors, scholarship awards, athletic awards and Dean's list recognition.
7. Photographs, video or image of the individual or campus scenes including the individual in College publications, promotional materials, or on the College's website.
8. Names, addresses, phone numbers of graduates and former students for publication in the College alumni directory and only with their consent.
9. A student ID number or other unique personal identifier that is displayed on a student ID card, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

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9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression,