

Academic Policies

Scholastic standards of Hartnell College are established to assist students in attaining maximum academic achievement. The college will advise students of their educational progress in order that students may make sound self-appraisal of.

The regulations in this section are consistent with state law and students are expected to maintain.

The determination of the grading system to be used in each course shall be made by the discipline offering the course. The grading

Schedule of Classes.

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade.

The highest grade shall receive four points, and the lowest shall receive zero points, using only the following evaluative symbols:

GRADE	DEFINITION	GRADE POINTS
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Barely Passing	1
F	Failing	0
P	Satisfactory units awarded but not counted in GPA)	0
NP	No Pass (less than satisfactory, or failing)	-
SP	Satisfactory (used for noncredit courses only)	-

Pass/No Pass

The college

1. solely on the P/NP (Pass/No Pass) grade basis.
2. solely on the standard letter grade basis.

Total Withdrawal

Students who withdraw from a class will be considered a total withdrawal if they are not in any classes and Financial Aid at least all grades were "W" or "F". Withdrawal from a class does not automatically result in a total withdrawal. The College's Registrar and Financial Aid Office advise to make that decision. Please contact the Counseling Office at (221) 755-820 and See *Financial Aid for more information on Withdrawal from Classes.*

Students who withdraw from a class will be considered a total withdrawal if they are not in any classes and Financial Aid at least all grades were "W" or "F". Withdrawal from a class does not automatically result in a total withdrawal. The College's Registrar and Financial Aid Office advise to make that decision. Please contact the Counseling Office at (221) 755-820 and See *Financial Aid for more information on Withdrawal from Classes.*

Report Delayed (Symbol "RD")

The "RD" symbol may be assigned by the Dean of Enrollment Services only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

Grade Reports

Students can access their semester grades by logging into PAWS for students. If you are having trouble accessing their semester grades by:

- logging into PAWS for students
- Serve at www.hartnell.edu. Students may print their own

Excess Units

Students who take more than 15 units in a semester will be considered to have excess units. Excess units are units taken in excess of the 15-unit limit. Excess units may be used to fulfill requirements for a second degree or a certificate. Excess units may also be used to fulfill requirements for a graduate program. Excess units may also be used to fulfill requirements for a certificate or a second degree. Excess units may also be used to fulfill requirements for a certificate or a second degree. Excess units may also be used to fulfill requirements for a certificate or a second degree.

Excess Units

Hartnell Transcripts

Hartnell College's transcript ordering is provided through the National Student Clearinghouse, which allows students to order official transcripts online at any time of day or night. Real-time email and mobile text alerts keep you up-to-date on the status of your order. To request transcripts visit [www.hartnell.edu](#).

Hartnell College provides official transcripts of record for all students. The official transcript of the Office of Enrollment Services will be mailed without charge. Additional copies are \$8.25 each, payable at the time of the online request.
information.

The official transcript includes courses taken at Hartnell College, and if transcripts from other colleges have been previously requested, transcripts from those other colleges must be requested directly from those institutions.

Transcripts are available for all students at the end of the semester.

Rush Service: Available for an additional \$12 per transcript. Rush Service transcript requests will be offered an overnight mail delivery service. We use processed with in one working day of receipt of the request. We do not offer regular US mail service only. Rush Service is only available from the 2nd through the 7th business day of the semester. Rush Service is not available during the Add/Drop period or during Finals.

Students can view their official transcript history on the RAMS front page or Student Ed Planner – Self Serve at www.hartnell.edu.

Pro **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 academic probation if he or she has completed a cumulative total of at least 12 semester units and the percentage of units in the categories of "W," "I," "NC," and "NP" or exceeds fifty (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

Students who are placed on probation will receive a letter from the Registrar's Office. The letter will describe the reasons for the placement on probation and the services available to alleviate probation. 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 placed on probation will be subject to dismissal if the student has a cumulative grade point average of less than 2.0 in all units attempted in each of three (3) consecutive semesters.

reaches or exceeds fifty (50%) percent.

Dismissal means that a student is no longer eligible to attend classes at the University. The letter notifying the student of dismissal will include information on how to appeal the dismissal. If the student appeals the dismissal, the student must return to class within the time frame specified in the letter.

long as this minimum semester grade point average is maintained.

Appeal Process

The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the probation policy. The student must file an appeal with the Registrar's Office by the deadline date outlined on the dismissal letter. If the student does not file an appeal by the deadline date, the student will be considered to have accepted the dismissal.

Readmission for more information on the appeal process.

Readmission

A student who has been dismissed may submit an appeal to be considered for reinstatement. Readmission may be granted or denied according to criteria contained in Administrative Procedure 4255, Dismissal and Readmission.

Student success is our mission. If you need assistance with your coursework, we have tutorial services available at all of the campus centers. Our staff is here to help you succeed. We are committed to providing the best possible support for all students in achieving their educational goals.

For more information on the appeal process, visit the Registrar's Office website at <http://www.hawaii.edu/college/registrar/counseling/academicprobation.html>.

point average compu

instructor's ability to determine a student's final grade.

A student may be granted academic renewal only once.

Academic renewal actions are irreversible. The student's permanent academic record shall be annotated in such a manner that all employers and other institutions will be aware of the student's academic history. This will include a notation on the degree requirements and it might not be accepted at other institutions.

academic renewal will be accepted.

Procedures:

1. Student completes an Academic Renewal Petition in the Admissions & Records Office.
2. The student completes and submits the Academic Renewal Petition to a Counselor who verifies that all of the above eligibility conditions have been met.
3. The student submits the Academic Renewal Petition to the Admissions & Records Office for review and approval/disapproval. The student retains the original copy of the petition for their records.
4. The Dean of Enrollment Services or designee will review and process the Academic Renewal Petition within 10 business days from receipt of the petition.
5. If approved, the student's academic record will be updated to reflect the student's new academic standing.
 - a. If approved, the student's academic record will be updated to reflect the student's new academic record.
 - b. If disapproved, the petition will not be processed. An explanation of why it was disapproved will be annotated on the petition and returned to the student.
6. The pink copy of the Academic Renewal Petition will be attached to the student's permanent academic record.

Repetition of Courses BP/AP 4225

Repetition of a course is allowed for a maximum of three times. The maximum number of times a student may repeat a course is three. Grading symbols included in this total are A, B, C, D, F, P, NP, W, and L. Under no circumstances will a student be allowed to repeat a course more than three times. A student may repeat a course if the student's grade is a C or below. The student must be a current student at the time of the repetition. A student may not repeat a course if the student has already received a grade of A, B, C, D, E, F, P, NP, W, or L. Under no circumstances will a student be allowed to repeat a course more than three times. A student may repeat a course if the student's grade is a C or below. The student must be a current student at the time of the repetition. A student may not repeat a course if the student has already received a grade of A, B, C, D, E, F, P, NP, W, or L. Under no circumstances will a student be allowed to repeat a course more than three times.

The permanent academic record shall contain all courses attempted, including repetitions, thus ensuring a true and accurate record of the student's academic history.

The procedures for filing a repetition appeal for special circumstances can be found in our class schedules.

Definitions:

A.

3. Occupational Work Experience. A student may repeat a course in occupation work experience under the circumstances described in Sec. 509.20(4) when 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 student. The course credit received 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 courses may be repeated a maximum of three times. The petition must be requested and approved through the Course Repetition petition process. The student is required to certify or attach a supporting document that there has been a significant change in industry or licensure standards.
 6. 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 and a refund is requested based on extenuating circumstances 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 process.
- average.

IV. If a non-academic owned course is repeated under the procedure, the student's record shall clearly indicate any courses repeated and be indicated in such a manner that the student's full work remains legible in his or her complete academic history.

V. The Board of Education shall determine if a student's grade shall be retained in the final grade determined by the Board of Education for a student's course.

VI. Fees as set forth in Subchapter 11, Application of WIS 118.11

ing Classes BP/AP 4070 Auditor

The Board of Education may not authorize a course to be audited unless the District has received a request for that course from a GEC, and the GEC has approved the course. The GEC's approval is subject to the approval of the Board of Education. The Board of Education is 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 enrollment of a community college district.

to be allowed under the following conditions: Course Audit

Auditors must be eligible for admission to the college in accordance with the rules

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/intercession.

Course outline of record must reflect the course is eligible for audit.

K-12 Concurrent Enrollment students are not permitted to audit.

Faculty members in charge of credit-eligible courses have the right to refuse auditors.

Audited classes will not be posted to the student's academic transcript.

Audit fee will be charged to the student for each credit unit audited. The fee is \$100 per credit unit. As of 8/1/13, Code 76370, a non-refundable audit fee will be charged on a unit-by-unit basis of the fee rate plus a non-refundable fee of \$100 per unit for the fall/spring semesters and for summer/intercession. Students enrolled in ten or more credit units will not be charged a fee for auditing three or fewer units per semester.

Regular material fees and/or course costs will be charged to auditors.

The non-resident tuition fee will not apply to auditors.

Credit by Examination BP/AP 4235

(Challenging a Course)

Consistent with Title 5 Section 55050, course credit may be awarded to students who satisfactorily pass authorized

credit by examination. Credit by examination may be awarded to students who demonstrate competence in the

Determination of Eligibility to Take the Examination:

The student must have completed a minimum of six semester units at Hartnell College.

The student must pay all of the fees associated with a credit by examination before the examination will be administered. The student will be charged with an appropriate fee for the examination, as for any other course. (Financial Aid programs do not cover the enrollment fees for credit by examination.)

The student will not be permitted to petition for credit by examination for the semester in which they were absent for the preceding semester.

The student must petition for credit by examination during the current semester after the No Grade of Record "NGR" period. Credit earned.

Administration:

The student's academic record clearly indicates that the credit was earned by examination. Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

Credit earned via NGR period, withdrawal, or academic suspension, cannot be used for a petition for a financial aid, or scholastic honors.

The student must have a copy of the petition for credit by examination approved by the Registrar's Office and require the approval/signature of a full-time faculty member that is similar with the following:

Credit by examinations are only offered between the 1st and the 14th week for fall and spring sessions, and the 1st and 4th week for summer sessions.

An applicant for the Associate Degree program in Nursing who uses a challenge procedure must challenge Nursing

Procedures:

1. Students can pick up the Credit by Examination Petition in the Admissions and Records Office.
2. The student completes and signs the top portion of the petition.
3. The student must have the petition signed by the instructor who will be administering the examination.
4. The student must have the petition signed by the Registrar's Office for final approval.

5. Upon final approval, the Vice President of Academic Affairs or designee will forward the petition to the Scheduling Office within 5 working days.
 - a. In-
6. Within 5 working days, the Scheduling Office will create a section and annotate the information on the petition and...
7. The Admissions and Records Office will enroll the student in the designated section and email the student a copy of the...
8. Upon receiving the registration receipt, the student will pay appropriate fees for the course to the Cashier's Office and make arrangements with the instructor to complete the exam within 2 weeks of receipt of the approved petition. Fees must be paid in full before the examination can be administered.
9. The Admissions and Records Office will also send the original petition to the instructor of record so that the instructor knows that the examination may be administered within 2 weeks.
10. After completion of the examination, the instructor will submit the student's final grade on PAWS and complete the Examinations Section portion of the petition and forward it to the Vice President of Academic Affairs with the original exam for their signature.
11. The Vice President of Academic Affairs will then forward the signed petition back to Admissions and Records for their records.

Attendance Policy BP 5070

Regular attendance and consistent study are student responsibilities and the two factors which contribute most to a successful college experience. A college student is expected to attend all of his/her class sessions. It is the responsibility

Student Conduct and Due Process

Student Rights

The College is committed to providing a safe and secure environment for all students in accordance with the standards of Student Conduct, Student Discipline, and Student Rights, Grievances, and Complaints in order to protect the student's rights and the College's interests. Copies of these policies and administrative

procedures are available in the Student Handbook and on Hartnell's website. For more information, contact the Director of Student Affairs at (413) 239-7200.

Right of Access to Educational Records

Students are advised that the College maintains a policy pursuant to federal and state law providing access to student records only upon written request of students or former students. The College does not discriminate on the basis of race, sex, or ethnicity as defined as:

1. Name
2. Major field of study
3. Full or part time enrollment status
4. Student's current and former addresses, including telephone numbers, e-mail addresses, and home and business addresses
5. Dates of attendance
6. Degrees and certificates awarded including honors, scholarship awards, athletic awards, and Dean's list
7. Information on the student's financial aid history
8. Names, addresses, phone numbers of graduates and former students for publication in the College alumni directory and only with their consent.
9. Social Security numbers, but only if the identifier cannot be used to gain access to education records, except when used in conjunction with one or more other identifiers

and the Director of Student Affairs/Enrollment Services for their name or to receive the Student Handbook from the directory information.

Records are available to students, enrollment counselors, and former students, parents. Specific written authorization by the student is needed to release records, including the forwarding of transcripts.

This information is not to be reproduced here, but is available from the Vice President for Student Affairs.

For more information, contact the Director of Student Affairs at (413) 239-7200. If you have a question about this policy, please contact the Director of Student Affairs at (413) 239-7200. If you have a question about this policy, please contact the Director of Student Affairs at (413) 239-7200.

Student Grievance procedures are available to students in the community college district. The procedures shall be available to any student who reasonably believes a college decision, action, or incident has adversely affected the student's educational progress (C-140).

Grievance Procedures

These procedures shall be available to any student who reasonably believes a college decision, action, or incident has adversely affected the student's educational progress. The procedures shall include, but not be limited to:

Discrimination

Financial aid

Illegal discrimination

"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be final, except in the case of a student who has been determined to be in violation of the student code of conduct. 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 class average.

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

Other Complaint Processes

After completing the partner college grievance process, students and members of the public may file a complaint with the California Community Colleges Accrediting Commission (ACCJC) by following the web link shown below.

Chancellor's Office

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

Accrediting Commission for

& Junior Colleges

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

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 false information. These are not all.

1. In-class cheating: During an examination or on any work for which the student will receive a grade, unauthorized looking at or procuring information from any unauthorized sources or from any other student's work.
2. Out-of-class cheating: unauthorized acquisition, reading, or knowledge of test questions prior to the testing date, and time-sharing in a portion of a returned graded test or paper and re-submitting or resubmitting work to be graded.
3. Plagiarism: unethical use of someone else's work without acknowledgment.

9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
10. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
11. Willful misconduct that res

Student Discipline AP5520

~~The purpose of administrative procedure 5520 is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.~~

~~Administrative Procedure 5520 is specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.~~

~~For more information regarding the different forms of student discipline administered in the Hartnell Community College CCD Governing Board website.~~

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The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

For alleged violations of the Standards of Student Conduct, complete the Student Incident Report Form (located at the end of this document).

1. DEFINITIONS

District The Hartnell Community College District

Student Any person currently enrolled as a student at any college or in any program offered by the District.

Instructor Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

Short-term Suspension Exclusion of the student by the Director of Student Affairs or Vice President for Student Affairs for good cause from one or more classes for a period of up to ten consecutive days of instruction.

Long-term Suspension Exclusion of the student by the Superintendent/President for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

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 student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.

ongoing conduct, the notice must be provided within ten (10) days of the date on which conduct occurred which led to the decision to take disciplinary action.

c. Meeting

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

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 with it.

Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

The hearing shall be recorded by the District either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional 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 evidence15(l be ad-3(d)3(. 0 0 1 144.02 215.45 Tm(T EMC /P ÆEMC c5 Tmco3(d7(f) 1 200.57 632.5 Tm()

The Superintendent/President may order immediate suspension of a student where he/she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, 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 with these procedures based on the facts, which led to the removal. (Ed.

The Superintendent/President, Director of Student Affairs, or an instructor may issue a verbal reprimand if a student's conduct has violated the Standards of Student Conduct. Any written reprimand issued by an instructor shall be referred to the Director of Student Affairs to determine if a record of the fact that a verbal reprimand has been given may become part of a

Incidents of academic dishonesty and sanctions should be promptly reported in writing to the Director of Student Affairs with a copy to the student. The Director of Student Affairs will determine whether to initiate disciplinary action. (Ed. Code § 76037.)

8. STUDENT RECORD OF DISCIPLINE

Record of any disciplinary action taken by the District against a student shall be included in that student's permanent record. A student may file a written statement of objections to the decision. This statement shall be included in the student's permanent record. (# 76233.)

If the record concerns disciplinary action in connection with alleged sexual assault or physical