

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.

The regulations in this section are consistent with State Law and District Policy. They serve to inform students of standards that they 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 system used in each course is published in the Catalog and Schedule of Classes.

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. 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	Pass (at least satisfactory-units awarded but not counted in GPA)	0
NP	No Pass (less than satisfactory, or failing -not counted in GPA)	
SP	Satisfactory Progress toward completion of the course (used for noncredit courses only)	

Pass/No Pass

The college offers some courses:

1. solely on the P/NP (Pass/No Pass) grade basis.
2. solely on the standard letter grade basis.
3. in which the student may choose to complete the course on either a pass/no pass or letter grade basis.

In accordance with the California Education Code and California Code of Regulations Title 5, Hartnell College has established a grading policy which adds the "P" (pass) and "NP" (no pass) grades to the standard letter grades ("A," "B," "C," "D," "F") used in college and universities. A course in which a "P" grade is earned indicates completion with "C" or better work and will apply towards the 60 units required for graduation but will not affect the student's grade point average. However, units attempted for which "NP" is recorded shall be considered in probation and dismissal procedures. A maximum of 12 units of "P" may be applied towards the Associate in Arts/Science Degree. Courses in which a student has no such option (such as Work Experience) will not apply towards the 12 units maximum. Courses in which a "NP" grade is earned will not apply 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 cour

Non-Evaluative Symbols

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

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 attempted nor for grade points. The student may petition the instructor for a time extension (one additional semester only) due to extenuating circumstances.

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" will be given after the 14th week. After the fourteenth week, the only grades given will be "A," "B," "C," "D," "F," "NP," or "P". No notation ("W" 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 weeks), withdrawal between the end of the third week and the last day of the fourteenth week of instruction shall be recorded as a "W" 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 a "W" on the student's record. The "W" shall not be used in calculating grade point averages, but excessive "Ws" (see Standards of Probation and Dismissal) shall be used as factors in probation and dismissal procedures.

Excess Units

A student who wishes to enroll in more than 18 units per

Appeal of Dismissal

The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrants an exception to the dismissal action. The student must file a Petition for Academic/Progress Reinstatement to the Counseling Department by the deadline date outlined on the dismissal letter. If the student fails to file a written petition by the

Up to 18 semester units of substandard course work may be eliminated from consideration in the cumulative grade point average computation.

It can be demonstrated that the level of performance in the term(s) under consideration resulted from extenuating circumstances. Such extenuating circumstances shall be those acute medical, family, or other personal problems which rendered normal academic functioning unlikely or impossible. Such circumstances must be verified in writing. Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

III. Non-Repeatable Courses

Students can only repeat courses designated as “non-repeatable” if they meet one of the criteria listed below. However, students may receive a “W” (non-evaluative) symbol and/or earn a substandard grade of D, F, NP, or NC (evaluative symbol) no more than three times in the same course. The three enrollment limitation in non-repeatable courses is inclusive of any combination of W, D, F, NP, or NC.

- A. Repetition to Alleviate Substandard Academic Work
 - 1. Any non-repeatable course may be repeated when the grade earned was substandard (D, F, NP, or NC) or a non-evaluative symbol of “W” was reported.
- B. Upon completion of a repeated course in which a substandard grade was earned, the most recent grade will be computed in the cumulative grade point average. The previous grade and credit shall be disregarded in the computation of grade point average, even if the previous grade was higher.
- C. Course Repetition for Satisfactory Grades (“C” or better) A course in which a grade of “C” or better was received may not be repeated unless such repetition is provided for in the official course description or by District policy. Only under specific conditions can a course be repeated in which a satisfactory grade (“C” or better) was earned.
 - 1. Significant Lapse of Time. A student may repeat a course, one time, where a standard grade was earned after a lapse of no less than 36 months (3 years) or if there is a properly established recency prerequisite for a course or program pursuant to section 55003 or if there is a documented recency requirement at an institution where the student is transferring. The course must be requested and approved through the Course Repetition petition process. Pursuant to petition, students may repeat a course where less than 36 months (3 years) have elapsed if the student documents the repetition is necessary for the student’s transfer to an institution of higher education. The previous grade and credit will be disregarded in the student’s grade point average.
 - 2. Legally Mandated Training Requirement. A student may repeat a course any number of times as required to meet legally mandated training requirements as a condition of paid or volunteer employment or the course is required for recertification in a technical or medical field regardless of whether substandard academic work has been recorded. The course must be requested and approved through the Course Repetition petition process. The student is required to certify or document that course repetition is legally mandated. The grade and credit will be included in the student’s grade point average each time the course is taken.
 - 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 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

Prior Learning Assessment Grading Policy

Grading shall be according to the regular grading system in accordance with Administrative Procedure 4230 Grading and Academic Record Symbols
Students shall be offered a "Pass/No Pass" option, if that option is ordinarily available for the course
Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to AP 4230 Grading and Academic Record Symbols and AP 4231 Grade Changes

The student achieved a minimum acceptable score on the CLEP examination as recommended by the District's CLEP Equivalency Guide
The student has met with a counselor and completed an evaluation of scores

Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the

Transcription of Credit for Prior Learning

The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning

Advanced Placement

Students requesting Credit for Prior Learning using Advanced Placement shall receive credit for completing a satisfactory score on a District approved AP examination under the following circumstances:

Official AP transcripts must be on file in the Records Office

The student achieved a minimum acceptable score on the AP examination as recommended by the District's AP equivalency guide as stated in the catalog

The student has met with a counselor and completed an evaluation of scores

International Baccalaureate

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score on a District approved high-level International Baccalaureate (IB) examination under the following circumstances:

Official IB transcripts must be on file in the Records Office

The student achieved a minimum acceptable score on the IB examination as recommended by the District's IB equivalency guide

The student has met with a counselor and completed an evaluation of scores

College Level Examination Program

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a District-approved College Level Examination Program (CLEP) under the following circumstances:

Official CLEP transcripts must be on file in the Records Office

the Course Outline of Record, the
appropriate faculty shall sign the petition
with the recorded grade, attach the industry

The College's attendance policy relies on the following five basic premises:

1. Students who do not attend the first class meeting may be dropped and may be replaced by other students unless the student notifies the instructor in advance.
2. Any absence from class is detrimental to a student's progress in that class; therefore, an "excused" absence is no less serious than "unexcused." Participation in curricular and extra-curricular college activities is acknowledged to be an integral part of a student's total educational experience. Prior approval from the instructor is necessary for this participation not to be considered an absence.
3. Any lack of attendance which leads an instructor to judge that unsatisfactory progress is being made may result in the student being dropped. Absence from a full-semester class in excess of two weeks (consecutive or non-consecutive) may result in the instructor dropping the student. That is, a student may be dropped after missing one more class meeting than twice the number of class meetings per week.
Absences in excess of one week (consecutive or non-consecutive) from a summer session class, or any regular semester class from 6-17 weeks in duration, may result in the instructor dropping the student. That is, a student may be dropped after missing one more class meeting than the number of class meetings per week.
Absence in excess of 10% of the scheduled class meetings in classes from one-five weeks in duration may result in the instructor dropping the student. That is, a student may be dropped after missing one class meeting more than 10% of the total number of scheduled class meetings.
4. When a student is dropped due to the attendance policy, the assignment of a "W" will be based on the drop occurring before the 14th week for a full semester class. After the 14th week, no drops are allowed, and the only grades given will be: "A," "B," "C," "D," "F," "NP," "P." It is the student's responsibility to withdraw formally from classes by the last day to withdraw with a "W." Any student who stops attending a class without officially dropping it in the Admissions & Records Office may receive a grade of "F."
5. If the student has been dropped due to the attendance policy, the instructor may reinstate the student only if all of the following conditions are met:
 - a. the student had been doing satisfactory work,
 - b. in the judgment of the instructor, the student has a reasonable chance of passing the course, and
 - c. the student verifies extenuating circumstances beyond his/her control.

The student must complete a Student Reinstatement Form with supporting documentation. Student Reinstatement Forms may be obtained from the Admissions & Records Office.

If the student is denied reinstatement, the student may petition the Vice President for Student Affairs.

Multiple and Overlapping Enrollments (Course Conflict) BP 4226/AP 4226

Students may enroll in two or more sections of the same credit course during one term, only if the length of the courses does not overlap. No student may enroll in more than one section of the same course at any given time.

Students may petition to enroll in courses where the meeting times of those courses overlap, only under the conditions specified in Title 5, 55007.

A student may not enroll in two or more courses where the meeting times for the courses overlap, by more than 15 minutes unless:

The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.

The instructor of the course in which time must be made up must approve the Conflicting Course Petition and state on the Petition exactly when the overlapping time will be scheduled.

The Dean of Enrollment Services must approve both the makeup schedule and Conflicting Course Petition.

The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.

The instructor must document on his attendance roster when the student made up the time and how much time was made up.

A student who successfully completes basic skills coursework, or who demonstrates skill levels that ensure eligibility in college-level courses, may enroll in college-level coursework for which they have met the course pre- or co-requisites.

Students enrolled in one or more courses of English as a Second Language, and students identified as having a learning disability, are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this procedure. SEE YOUR COUNSELOR IF YOU HAVE QUESTIONS ABOUT COURSE LIMITS.

AB-1705 Seymour-Campbell Student Success Act of 2012: Matriculation: Assessment, approved in September, 2022, provides for an exception for students with documented disabilities through DSPS for enrollment in Educational Assistance classes (Learning Skills) through DSPS. Eligible students with disabilities need to have their accommodations and/or services in place for the semester. DSPS disability accommodations provide alternative methods for students to meet requirements, and does not waive district policies and procedures.

Students with documented disabilities who are eligible for a Reduced Course Load, as a reasonable accommodation through DSPS have the ability to enroll in fewer than 12 units, while still being considered a full-time student at Hartnell College, with the exception of federal financial aid, which follows the Department of Education's requirements.

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/complaints/form.aspx>

Accrediting Commission for Community & Junior Colleges

District policies and procedures.

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 cyber-bullying.
11. Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined in the College Catalog.
14. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
15. Unauthorized entry upon or use of District facilities.
16. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
17. Engaging in expression which is obscene, libelous or

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.

Withdrawal of Consent to Remain on Campus – Withdrawal of consent by the Director of Student Affairs for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Director of Student Affairs has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Day – Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

2. REPORTING OF INCIDENTS OF ALLEGED VIOLATIONS OF THE STUDENT CONDUCT CODE

Incidents can be reported by either of the following methods:

- a. Submit the Student Incident Report Form (attached at end of document)
- b. Submit an incident report online through the link on the Behavioral Intervention Team web page located on the College web site.

3. SHORT-TERM SUSPENSIONS, LONG TERM SUSPENSIONS, AND EXPULSIONS

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

- a. Notice – The Director of Student Affairs will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:
 - i. The specific section of the Standards of Student Conduct that the student is accused of violating.
 - ii. A short statement of the facts supporting the accusation.
 - iii. The right of the student to meet with the Director of Student Affairs or designee to discuss the accusation, or to respond in writing.
 - iv. The nature of the discipline that is being considered.

- b. Time limits – The notice must be provided to the student within fourteen (14) days of the date on which the conduct took place; in the case of continuous, repeated or 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 – If the student chooses to meet with

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. Code § 76032)

c. Withdrawal of Consent to Remain on Campus

The Director of Student Affairs may notify any person for whom there

