

STUDENT SERVICES

Student Services provides a wide variety of programs and support services through which students are assisted in pursuing their courses of study, provided with avenues for obtaining financial aid, given opportunities to participate in many different activities, and assisted in transferring to another college or in seeking employment.

Student Services is also charged with the responsibility for record keeping, reports, general supervision of students, and other related functions as outlined in this statement. To provide these functions, the following operational areas have been established:

Pre-college Services: AMERICORPS, GEAR-UP

Student Recruitment

Admissions and Records

Financial Aid

STAAR*

Counseling/Student Athlete Academic Advising/Veteran's Services/Re-Entry

DSP&S

EOP&S

CalWorks/Career Center/Job Bank/Job Placement

Transfer Center

Associated Students of Hartnell College

International Student Services

Except for Admissions and Records, the specific functions performed by each area listed above are outlined in greater detail in the Hartnell College Catalogue. Instructor-related information regarding to the forms and procedures of Admissions and Records will be found on the following pages. Policies regarding students' rights and grievances follow Admissions and Records in this section. Other information concerning Student Services can be obtained by contacting the Office of the Vice President for Student Services, located in CAB151 or by calling extension 6822.

ADMISSIONS AND RECORDS

It is the professional responsibility of the instructor to follow directions and meet deadlines stipulated in correspondence from the Admissions and Records (A&R) Office. The following materials will be placed in the instructor's mailbox, or maybe access using PAWS.

- Opening Day Roster
- No Show Roster
- Permanent Class Roster
- Census Rosters (if applicable)
- Final Drop Roster
- Instructor Grade Roster

If one of the above materials is not received, it is the instructor's responsibility to request a copy from A & R. The instructor's paycheck may be withheld if the above materials are not submitted to the A & R Office by the due dates stipulated on the cover memos.

New – On-line Faculty Services available through PAWS (Personal Access Web Services) at <http://www.hartnell.edu> – click on PAWS for Faculty.

Since the Spring 2004 semester, faculty are able to obtain class and student information on line. Faculty has access through PAWS to do the following:

- Search for Classes (check up to the minute enrollments in your class)
- Check your class roster and print an up-to-date class listing
- Obtain student phone numbers and email addresses
- Enter your final grades
- Enter your Positive Attendance hours (for Positive Attendance Courses only)

All faculties are assigned a user ID once your employment paperwork has been approved by Human Resources. Your USER ID assigned is generally your first name, middle initial, and last name (in lower case), for example: maryydominguez

Your password is initially set to your 6-digit date of birth, example: 010262

You will be required to change your password the first time you log-in.

Detailed instructions are available on the Hartnell College Intranet. The address is:

<http://panther.hartnell.edu>.

The user name is: Hartnell

The password is: highway

You will then see the link to “Everything you ever wanted to know about PAWS”. A PAWS help desk is available in the Admissions and Records Office should you require assistance or you can call (831) 755-6770.

ADMISSIONS AND RECORDS - DEADLINES 2007-2008

Listed below are the deadlines instructors should be aware of for the Fall 2007, Spring 2008, and Summer 2008. Other important dates are also listed. When the Admissions Office is closed, evening instructors may turn in rosters to the Evening and Weekend Manager to be forwarded to Admissions and Records, or place in the Express Drop Box to the left of the Admissions and Records doorway (except final grade roster).

FALL 2007

TUESDAY, August 21, 2007	First Day of Classes
IMMEDIATELY AFTER FIRST CLASS MEETING	NO SHOW ROSTERS DUE
August 27, 2007	Last day to add a full semester course with Instructor's signature on an add slip
August 31, 2007	Last day to drop a semester course for a refund
September 7, 2007 (5:00pm)	FIRST CENSUS ROSTER DUE
September 10, 2007	FIRST CENSUS
September 14, 2007	Last day for students to drop a semester course with "No Grade of Record"
September 14, 2007	Deadline to petition for Fall 2007 graduation or certificate with a \$20.00 late fee
September 21, 2007	Last day for students to petition for CR/NC for a semester course in which CR/NC grades are optional
October 26, 2007 (5:00 pm)	EARLY ALERT / 60% ROSTERS DUE
November 15, 2007	Deadline to petition for Spring 2008 graduation or certificate (Continuing Students) without a \$20.00 late fee
November 21, 2007	FINAL DROP ROSTERS DUE
November 21, 2007	Last day for students to drop a semester course with a "W"
January 3, 2008	ALL GRADE AND ATTENDANCE ROSTERS DUE

SPRING 2008

January 28, 2008	First Day of Classes
IMMEDIATELY AFTER FIRST CLASS MEETING	NO SHOW ROSTERS DUE
February 2, 2008	Last day to add a full semester course with Instructor's signature on an add slip
February 8, 2008	Last day to drop a semester course for refund
February 14, 2008	FIRST CENSUS ROSTERS DUE
February 14, 2008	Deadline to petition for Spring 2008 graduation or certificate (Continuing Students) with \$20.00 late fee
February 19, 2008	FIRST CENSUS
February 22, 2008	Last day for students to drop a semester course with "No Grade of Record"
February 29, 2008	Last day for students to petition for CR/NC for a semester course in which CR/NC grades are optional
April 11, 2008	EARLY ALERT / 60% ROSTERS DUE
May 9, 2008	FINAL DROP ROSTERS DUE
May 9, 2008	Last day for students to drop a course with a "W"
June 10, 2008	ALL GRADE AND ATTENDANCE ROSTERS DUE

SUMMER 2008

The summer dates vary depending on the courses. The only deadlines that apply to all 6 week courses are:

June 23, 2008	First Day of Classes
June 25, 2008	Last day to add a 6 or 7 week course
IMMEDIATELY AFTER FIRST CLASS MEETING	NO SHOW ROSTERS DUE
July 23, 2008	Last day to drop a 6 or 7 week course
August 5, 2008	All six-week course grade rosters due

Since summer courses are positive attendance, all other dates depend on the course start and end dates.

REFUNDS OF ENROLLMENT FEES

Students who adjust their class schedules may receive refunds provided the following criteria are met:

Full Semester Classes (16 to 18 week classes): A 100% refund will be given upon withdrawal during the first two weeks of the semester. No refund or credit is given after withdrawal beyond the second week of the semester.

Summer and Short-Term Classes: The refund/reversal for short-term classes is based on the length of the class and the number of days per week the class meets.

A 100% refund is given upon withdrawal by the 10% point. No refund is given after the withdrawal beyond the 10% point. Refund requests require an audit of records to determine the student's balance. Credit balances may be applied or carried forward to the new term in lieu of a refund.

Note: Classes meeting fewer weeks or fewer days per week will have shorter withdrawal periods based on their 10% point.

WITHDRAWAL

Student withdrawal from a class or classes shall be authorized through the last day of the fourteenth week or 75% of the instructional term. No "W" will be given after that date. No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks or 30% of a course, whichever is less.

CREDIT/NO CREDIT

On or before the last day of the fifth week (or 25%) of the instructional term, the student shall inform the Admissions and Records Office, by petition, of his/her intention to complete a course for a grade on a credit/no credit basis. The instructor shall report to the Admissions and Records Office, a final grade of "CR" (credit) or "NC" (no credit) for students who so petition. Courses offering the CR/NC option are specifically designated in the current College Catalogue.

PERMANENT CLASS ROSTER

The Permanent Class Roster reflects the enrollment as of the date printed, which is usually after no show rosters have been processed and after the last day to add a course. Every student attending your class should be listed. However, you may also check your on-line roster (PAWS for Faculty) at anytime to see the most accurate enrollment in each of your sections.

In the event a student is attending and is not on the Permanent Class Roster, he/she is not properly enrolled and **can no longer attend class**.

Instructors are required to keep accurate records for the purpose of completing census rosters and documenting any type of student complaint with regards to grading, attendance, class participation, etc. The Permanent Class Roster is provided to keep attendance records for the purpose of clearing the rolls of inactive enrollment prior to the census dates and for documenting all factors of attendance and grade calculation.

ALL INSTRUCTORS must submit their Permanent Class Rosters and any additional records kept regarding attendance and grading to the Admissions and Records Office with the final Official Grade Roster. Please attach a copy of your attendance records.

OPENING DAY ROSTER

The Opening Day Roster is a listing of students enrolled and waitlisted in a class prior to opening day of the semester. The instructor will be responsible for updating the class enrollment in order that the Permanent Class Roster can be as up-to-date as possible. Instructors are encouraged to call students who don't attend the classes to provide an incentive for future attendance.

1. **Adds** - Any student not officially enrolled may be sent to the Admissions & Records Office with a signed add card by the last day to register date.
2. **Drops** - The instructor must keep an accurate record of students who do not attend and also those who drop. The drop date must be recorded on the class roster.

WAITLIST INSTRUCTIONS

DO NOT sign add cards until the first day of school.

- One working day before school starts, you will be given your usual pink and white opening day roster. Your pink and white roster will show all of the students who have properly registered first in alphabetical order; then if your class has closed (filled), and you have students on a waitlist for your section, then you will see at the end of your roster a list of "Waitlisted Students" in registration order based on a first-come; first-serve basis.
- Please do NOT develop your own waitlist system for adding students. Since waitlist will now be considered the OFFICIAL way to monitor students who register on a first-come; first-serve basis in your sections.

You will need to refer to the waitlist roster when adding students to your sections.

Use the following procedure if you have a waitlist on your section:

1. On the first day of class, *if you have a waitlist on your section*, you **MUST**, call the student's name on the waitlist, according to the listed order. If the student is in attendance, and you are adding students, that student would then be offered an add slip. If the waitlisted student is NOT in attendance, you may line them off and call the next student on the waitlist, and so on. Once you have called all the names on the printed waitlist, you can then add walk-in students as you wish.
2. **Waitlist are only valid for the first day of class.** If a student who was on a waitlist didn't show up at the first class meeting, they would be crossed off your list and replaced by other students trying to add/register.
3. There maybe a few students who insists that they were on the waitlist which may be true; however, some students did **NOT** take advantage of the "permission to register" timeframe to register. They would then have an expired status which means that the student's waitlist status is no longer valid and their name would NOT appear on your waitlist roster. You may send those students down to Admissions. The new waitlist system tracks everything.

Use the following procedure if you DO NOT have a waitlist on your section:

1. If on the first day of class if you have *NO* waitlisted students on your roster (because it has NOT closed/filled), and you have students who walk-in, you may add them as you normally have in the past. This is the only exception to NOT using the waitlist feature.

Make sure that any student that you issue an add slip for, that they are reminded that they **MUST** bring the signed add slip to the Admissions and Records no later than the Friday of the first week of classes.

Note: The complete waitlist instructions for students can be found in the current semester schedule. It is the student's responsibility to manage their waitlist status and check their eligibility often.

CENSUS ROSTERS

(FALL AND SPRING SEMESTERS ONLY)

The Census Roster is an official document used to clear the rolls of inactive enrollment prior to census dates.

Title V, Section 58004, Inactive enrollment in a course is defined as follows: "As of each census day, any student who has

1. been identified as a no-show*, or
2. officially withdrawn from the course, or
3. been dropped from the course. A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. "No longer participating" includes, but is not limited to, excessive unexcused absences. "Extenuating circumstances" are verified cases of accident, illness, other circumstances beyond the control of the student, and other conditions defined by the governing board and published in regulations.** The "drop date" shall be the end of business of the day immediately preceding the census day.

*No-shows should be dropped on the "NO SHOW" roster provided on opening day.

**Hartnell's Attendance Policy is discussed in detail on page 27 and also in the Hartnell College Catalogue. In addition, the attendance policy is included in each semester's schedule of classes.

Census Rosters must be signed and returned to the Admissions and Records Office no later than the date indicated on the memorandum provided with the Census Rosters.

INSTRUCTOR GRADE REPORT

This is an official document that must be completed and signed by the instructor and returned to the Admissions and Records Office within two working days after the final examination. A grade must be given to every student in the FINAL GRADE column. The only authorized grades are:

A	Excellent	I	Incomplete
B	Good	NC	No/Credit
C	Fair/Average	CR	Credit
D	Barely Passing	F	Failure

N. “W’s” are to be assigned by the instructor at final grading time. The grades of "W" and "NGR" may be assigned on Positive Attendance Rosters. The last date of attendance must also be indicated.

Please remember that this is an official document. The instructor's signature on the roster indicates that all information written thereon is true and correct.

Grades will be available through the ASAP telephone registration system (755-6755) and the PAWS for Students on-line system minimally three weeks after the completion of the semester. Short-term course grade reports follow the regular semester schedule. If students want to know their grades earlier, however, they should leave the instructor self-addressed, stamped envelopes-- this is an optional procedure for faculty members. A second option is for instructors to post grades at the end of the semester. The Family Educational Rights and Privacy Act prohibit anyone from using markers (such as complete social security numbers) that could identify a student. An instructor may use the student ID number as identification markers.

In the absence of mistake, fraud, incompetency, or bad faith, the determination of the students' grades by the instructor shall be final once the grades have been filed in the Admissions and Records Office. Grades MAY NOT BE CHANGED AFTER ONE YEAR. A Grade Change Form must be completed (indicating the reason for the change) and turned in to the Admissions and Records Office by the instructor. Grades cannot be changed by retaking examinations or submitting additional coursework after the semester is completed.

INCOMPLETE GRADE POLICY

On a Notice of Incomplete Grade Form, obtained at the Admissions and Records Office, instructors assigning "I" (Incomplete) grades must state what is needed to complete the course and what grade the student earns without completing the work specified. Incompletes are to be given only when students have emergencies that prevent them from completing the final exam or an assignment made toward the end of the class. These forms can only be picked up by the instructor.

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" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the credit assigned in lieu of its removal. This record must be given to the student with a copy on file with the Admissions and 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" may be made up no later than the last class day of the following semester. 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 semester only) due to unusual circumstances. The extension of Incomplete forms is available from Admissions and Records.

GRADE CHANGES

An instructor may file a Grade Change Form for one reason: to correct an error made when issuing the original grade. No grade change may be made for a course completed in excess of one year. Instructors may obtain Grade Change Forms from the Admissions and Records Office. **Only the faculty member that assigned the original grade may authorize a change of grade.** Grade Change Petitions must be hand delivered by the instructor, Academic Dean, or appropriate Vice President to the Admissions and Records Office for processing. ***Do not send a student to pick up or submit a grade change form.***

CLASS ADDITIONS (Adds)

Once a class has started for a semester, the Admissions and Records Office will not register students unless the student possesses an Add Card signed and dated by the instructor. The student must have attended class the first week of instruction (except for classes that meet only once a week). Additional add cards may be obtained from the Admissions and Records Office or the Office of Instruction. All information must be completed as requested on the card. If the class has not yet begun, students may register without the instructor's signature provided the class still shows open.

The instructor should verify that the student has added the class by making sure that the student returns a pink NCR copy of the Add Card to the instructor at the next class meeting with the Admissions and Records Office date completed. The instructor should then add the student's social security number or student ID number and name to the class roster. Please note that students must add by the date specified on the memorandum provided with the Opening Day Roster.

CLASS DROPS

Students may drop a class without instructor's signature prior to the end of the fourteenth week by obtaining a Drop Card in the Admissions and Records Office or using ASAP telephone registration or PAWS for Students. The instructor will record the drop on the class roster and indicate the date the student's enrollment was terminated.

Students may also be dropped for non-attendance by the instructor using the Drop Roster, or Drop Cards, which are available in the Admissions and Records Office and in the Office of Instruction. Such changes are appropriate when irregular attendance or other causes make impossible the satisfactory completion of a course. Students must be dropped in accordance with the Attendance Policy as stated in the College Catalogue. Once the student has been dropped, he/she must complete a Course Reinstatement Form to be readmitted to class.

REINSTATEMENT PROCEDURES: Reinstatement forms are available in the Admissions & Records Office. The student must present the form to the instructor for approval/disapproval. If you approve the reinstatement, please sign and date the form and send the student to Admissions & Records immediately. The reinstatement form must be processed in the Admissions & Records Office within one working day of your signature in order for the reinstatement to be considered valid. If it is beyond the one working day limit, the student will be asked to have you complete another reinstatement form. The processing of this form is crucial. We need to ensure that you still want the student in your class.

If you disapprove the reinstatement, please bring the reinstatement form to Admissions & Records so that we may keep it on file. No registration transaction needs to be completed.

REQUEST TO ENROLL IN CONFLICTING COURSES

Occasionally a student is allowed to enroll in conflicting courses. The student must petition using the Request to Enroll in Conflicting Courses Form. This petition will be granted or denied on the instructor's recommendation. The instructor must specify the days and times when missed work will be made up. The petition is then presented by the student to the Admissions Office. Students will not be allowed to enroll in conflicting courses for the purpose of scheduling convenience.

UNIT CHANGE

The Add Card is required for increasing the units earned in a variable unit course. Once a student has met the requirements for earning the minimum number of units for the course, the instructor must issue an Add Card to the student to be presented to the Admissions and Records Office. At this time, the student's units will be increased to the next unit increment. This must be repeated until the student has reached the maximum number of units he/she desires or the maximum number of units for the course.

OPEN ENROLLMENT

It is the policy of Hartnell Community College District that, unless health, safety, or limited facilities is a factor in the conduct of a course, every course, course section, or class, wherever offered and maintained by the college, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets the required prerequisites for such course, course section, or class.

IMPOUND OF STUDENT RECORDS

Students who fail to comply with College rules or regulations, return property owned by the College, pay debts owed to the College, or pay for damaged College property may not be allowed to register, receive degrees or certificates, have transcripts forwarded, enrollment verifications, and/or receive other services related to student records. When the student has cleared the obligation with the College, the impoundment of records will be removed.

ATTENDANCE POLICY

Regular attendance and consistent study are student responsibilities and the two factors that contribute most to a successful college experience. A College student is expected to attend all of his/her class sessions. It is the responsibility of each student to know the attendance and absence policy of each class in which he or she is enrolled.

Failure to attend class can result in a lower grade or dismissal from class. Any student who stops attending a class without officially dropping it in the Admissions and Records Office may receive a grade of "F".

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 that 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 1-5 weeks in duration may result in the instructor dropping the student. That is, a student may be dropped after missing one class meeting 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 fourteenth week for a full semester class. After the fourteenth week, no drops are allowed, and the only grades given will be: A, B, C, D, F, NC, or CR. 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 and 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 can be obtained from the Admissions and Records Office. If the student is denied reinstatement, the student may petition the Vice President for Instruction. Student petitions can be obtained from the Office of Instruction.

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 Student Conduct and Due Process Policy in order to protect the student's rights and the College's interest. Faculty and students' may obtain a copy of the Policies & Procedures Relating to Student Rights, Responsibilities and Grievance Procedures from the Vice President of Student Services Office in CAB-151

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 that is defined as:

1. Student participation in officially recognized activities and sports including weight and height and high school of graduation of members of athletic teams.
2. Degrees, awards, and scholarships received by students, including honors and President's or Dean's list recognition.
3. Names, addresses, phone and fax numbers of graduates and former students for publication in the College alumni directory and only with their consent.

This directory information can and will be made public unless individual students request in writing to the Vice President of Student Services that their name be removed from the directory information.

Unless authorized by the individual student are required by judicial order, the College will not provide access to student records or acknowledge student enrollment to other persons,

including parents. Specific written authorization by the student is needed to release records, including the forwarding of transcripts.

Specific exceptions to this statement on accessibility of the records are spelled out in the policy. The detailed policy is not reproduced here, but is available from the Vice President of Student Services.

Students (and former students) are also advised that they have a right to challenge the content of their records if they feel that such records contain inaccurate, misleading, or otherwise inappropriate information. Contact the Admissions and Records Office.

NONDISCRIMINATION AND NON-HARASSMENT POLICY

In the pursuit of academic studies and other college sponsored activities that promote intellectual growth and personal development, all students should be free of unlawful discrimination by any member of the academic community. ***(Students disturbed by the acts of another student have recourse through the Grievance procedure. For a copy of the Grievance procedure contact the Office of the Vice President, Student Services.)***

Hartnell College insures that its programs and activities, including employment, are available to all qualified persons without regard to race, color, religion, sex, sexual orientation, age, disability, marital status, ancestry, national origin, or veteran status.

If a student feels he/she has suffered unlawful discrimination, harassment, or retaliation by an instructor, an Administrator, or a member of the classified staff, he/she may obtain written Instructions for the filing of a grievance from the Office of the Vice President of Student Services. The complaint must be initiated within one year of occurrence.

College policies regarding discrimination, harassment and retaliation are in compliance with applicable federal and state laws, and the California Education Code.

SEXUAL HARASSMENT

It is the policy of the District to maintain a learning and work environment that is free of sexual harassment. In accordance with District policy, employee complaints of sexual harassment are referred to the Director of Human Resources/Equal Employment Opportunity.

Student complaints of sexual harassment are defined in this section of the Policies and Procedures Relating to Student Rights, Responsibilities and Grievance Procedure. Sexual Harassment as defined by Title VII of Civil Rights Act, Title IX of Educational Amendment of 1972, Office of Civil Rights and current District Policies is defined as:

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student, where:
 - a. Submission of such conduct is made, either explicitly or implicitly a term of condition of an individual's employment or education; or
 - b. Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
 - a. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assaults, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures or cartoons.
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome. (*Reciprocal attraction is not considered sexual harassment.*)
 - c. Implying or withholding support for an appointment, promotion, or change of assignment; suggesting poor performance report will be prepared; or suggesting probation will be failed. Within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
 - d. Coercive sexual behavior used to control, influence or affect the career, salary, and/or work environment of another employee, within the educational environment, engaging in coercive sexual behavior to control, influence, or affect the educational opportunity, grades, and/or learning environment of a student.
 - e. Offering favors or educational employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

COMPLAINTS AGAINST COLLEGE EMPLOYEES

Sexual harassment, as noted above, may take many forms. The goal of this policy is to have a process that is sensitive to the needs of students as well as to the rights of those against whom allegations have been made. All complaints, both formal and informal, will be handled with the strictest standard of confidentiality.

The State Educational Code, Section 59334, requires that a single person investigate and report formal sexual harassment (and discrimination) complaints. That person for the District is the Director of Human Resources/Equal Employment Opportunity.

Many complaints may be resolved at the informal level. Often a student may need assistance in determining whether or not his/her experiences constitute sexual harassment. For these students, counseling services are available to assist with this determination. Often discussion with the College employee will successfully change the behavior to the student's satisfaction.

Sometimes the nature of the sexual harassment is so severe to the student that no contract with the individual or his/her supervisor is possible. In those situations, the student should immediately seek the assistance of the Vice President of Student Services (VPSS) or designee or report the incident directly to the Director of Human Resources/Equal Employment Opportunity.

COMPLAINTS AGAINST OTHER STUDENTS

Sexual harassment is a violation of the Student Code of Conduct, and students are subject to disciplinary sanctions for this behavior. The regular disciplinary procedures cover these complaints. The "Student Grievance Procedure Form" is available in the Office of the Vice President of Student Services.

Informal Level

Step 1 The step 1 level encourages the student to approach the person who has created the complaint. The student should specify the incident that caused the complaint and the action that, in the student's opinion, would resolve the matter.

Step 2 At the step 2 level, the student approaches a third party, either the Dean or the immediate supervisor of the employee if he/she is a staff member of the college or the Vice President of Student Services if he/she is a student of the college. The student should specify the incident that caused the complaint and the action that, in the student's opinion, would resolve the matter on the Student Grievance Procedure form.

If steps 1 and 2 do not resolve the conflict at the informal level, then the student has ten (10) working days to pursue the formal level of reporting.

Formal Level

Step 1 Complaint. A formal complaint or allegation of a violation on the part of a student may be lodged with the Vice President of Student Services (VPSS) or designee by anyone. It is the VPSS's responsibility to determine whether the complaint qualifies as a disciplinary violation, grievance, or a matter which should be handled by the Hearing Board or other law enforcement body.

Step 2 Vice President for Student Services Hearing. The VPSS or designee may hold a Formal hearing within ten (10) working days to review the allegations and to determine the appropriate disciplinary sanction. Written and oral evidence may be presented during the hearing by the student charged or by other persons. The final decision of the VPSS shall be communicated to the complainant in writing within five (5) working days after the hearing. The complainant will have (5) working days to file a formal written appeal of the VPSS's decision. The appeal is Step 2 of the discipline process and is with a formal Hearing Board. The VPSS may, because of the nature of the charges, refer the entire review to the Hearing Board without rendering a decision.

Step 3 Hearing Board Review. The function of the Hearing Board is to be a review board for appeals and to hear student disciplinary cases referred by the VPSS. The Board will meet within ten (10) working days of the receipt of the appeal or referral. All Hearing Board meetings are confidential and shall only include Board members, defendant, VPSS, witnesses, accuser, and necessary security personnel. *Legal counsel is not permitted by either party.* The Board may call such witnesses and obtain such information, both oral and written, as is necessary to render a decision based on the appropriate disciplinary sanctions. All written statements shall be made available to the accused, as well as all appropriate sections of the Educational Code or other rules and regulations. The Hearing Board shall deliberate in private and communicate their final decision to the complainant(s) in writing within five (5) working days of the end of the hearing. The accused person has two (2) working days to formally notify the President of the College of his/her desire to appeal the decision.

Step 4 Appeal to President. The complainant has a right to appeal the decision of the Hearing Board to the President. The President shall hold an appeal hearing within ten (10) working days of the notice to appeal. The President shall review all the evidence previously submitted as well as any additional information provided by the accused. A final decision shall be made in writing by the President within two (2) working days of the hearing date.

CODE OF STUDENT CONDUCT

The Student Rights, Responsibilities, and Grievance Procedures Handbook is currently under revision, and should be approved in the 2006-2007 year. Please check with the Vice President for Student Services office for the most recent policy/handbook.

POLICY ON CHEATING

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.

- a. In-class cheating:** during an examination or on any work for which the student will receive a grade or points, unauthorized looking at or procuring information from any unauthorized sources or from any other student's work.
- b. Out-of-class cheating:** unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned graded test or report and resubmitting as original work to be regarded; or presenting the work of another as one's own for a grade or points.
- c. Plagiarism:** unauthorized use of expression of ideas from either published or unpublished work(s) as a student's own work for a grade in a class. This also includes the violation of copyright laws, including copying of software packages.
- d. Furnishing false information:** forgery, falsification, alteration, or misuse of College documents, records, or identification in class or in laboratory situations.

CLASSROOM RELATED DISCIPLINARY SANCTIONS

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:

- a. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.
- b. Issue a NC or a failing grade (F) for the assignment in question.
- c. Issue a NC or a failing grade for the course. The student will not be permitted to drop the class and will receive an F or NC for the semester grade.
- d. Drop the student from the class and assign a withdrawal (W) for the class up to the last day to withdraw from semester term courses. Students dropped after the stated date will be assigned a failing (F) for the class, pursuant to the uniform grading policy.

The Faculty will refer the case to the Vice President of Student Services (VPSS) for record of the violation.

The VPSS may consider additional sanctions as outlined in the “Penalties for Student Misconduct” 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 the Hearing Board. If the student wishes to appeal, he/she should contact the Vice President for Student Services (VPSS).

SANCTIONS

In accordance with the provisions of Education Code Section 76130, the Governing Board provides for the following sanctions for violations of the Code of Student Conduct. The disciplinary actions listed below are by degree of severity; disciplinary action can be started at any appropriate step.

1. **Warning:** Notification to the student, either oral or written, by a faculty member or administrator that continuation of the conduct may be cause for further disciplinary action.
2. **Censure:** A written reprimand or warning to the student by a faculty member or administrator followed by a written referral of the student to a college office or community agency for counseling or rehabilitative treatment.
3. **Probation:** Prohibition of the student by the VPSS from participating in designated privileges or college activities for a period of up to one semester or implementation of other stipulated requirements to conform to specified standards of conduct.

4. **Restitution:** Reimbursement to the College, as directed by the VPSS, for repair or replacement of District property misused, misappropriated or damaged by the student; payment for bad debts.
5. **Temporary Suspension:** Suspension of the student from the classroom by the instructor for up to two days or by the VPSS for up to ten days from one or more classes and any or all activities.
6. **Suspension:** Exclusion from one or more classes, any or all activities of the College and from use of any District facilities. The VPSS may suspend a student for up to one full semester and the President of the College may suspend a student for more than one semester.
7. **Expulsion:** Termination of student status by the Board of Trustees on recommendation of the President/Superintendent.

DISCIPLINE PROCESS

The District expects students to conduct themselves in a manner consistent with educational purposes of the College. Students have many responsibilities when they become members of the Hartnell College community. The Student Code of Conduct, local State and Federal laws and regulations, as well as other published rules, procedures, and regulations provide a clear statement of those expectations.

Behavior that is not consistent with those standards will be subject to disciplinary sanctions and appropriate external sanctions. However, disciplinary proceedings should play a secondary role to counseling when admonitions have been present.

To protect the rights of students to due process, students will always be informed of the charges against them, be given an opportunity to refute the charges, and permitted an appeal of any decision. Disciplinary proceedings and their outcomes are confidential.

Step 1 Complaint. A formal complaint or allegation of a violation on the part of a student may be lodged with the Vice President of Student Services (VPSS) or designee by anyone. It is the VPSS's responsibility to determine whether the complaint qualifies as a disciplinary violation, grievance, or a matter which should be handled by the Hearing Board or other law enforcement body.

Vice President for Student Services Hearing. The VPSS or designee may hold a formal hearing within ten (10) working days to review the allegations and to determine the appropriate disciplinary sanction. Written and oral evidence may be presented during the hearing by the student charged or by other persons. The final decision of the VPSS shall be communicated to the complainant in writing within five (5) working days after the hearing.

The complainant will have five (5) working days to file a formal written appeal of the VPSS's decision. The appeal is Step 2 of the discipline process and is with a formal Hearing Board.

The VPSS may, because of the nature of the charges, refer the entire review to the Hearing Board without rendering a decision.

Step 2 The Hearing Board. The function of the Hearing Board is to hear student disciplinary and grievance cases either on appeal or on a referral basis. The Board will be composed of four members appointed by the VPSS representing the following groups:

- One administrator (VPSS or designee)
- One student
- One faculty member
- One classified staff member

The Board membership should reflect ethnic and gender balance. In cases of a tie, the original decision will remain.

Hearing Board Review. The function of the Hearing Board is to be a review board for appeals and to hear student disciplinary cases referred by the VPSS. The Board will meet within ten (10) working days of the receipt of the appeal or referral.

All Hearing Board meetings are confidential and shall only include Board members, defendant, VPSS, witnesses, accuser, and necessary security personnel. Legal counsel is not permitted by either party. The Board may call such witnesses and obtain such information, both oral and written, as is necessary to render a decision based on the appropriate disciplinary sanctions. All written statements shall be made available to the accused, as well as all appropriate sections of the Educational Code or other rules and regulations. The Hearing Board shall deliberate in private and communicate their final decision to the complainant(s) in writing within five (5) working days of the end of the hearing.

The accused person has two (2) working days to formally notify the President of the College of the desire to appeal the decision.

Step 3 Appeal to President. The complainant has a right to appeal the decision of the Hearing Board to the President. The President shall hold an appeal hearing within ten (10) working days of the notice to appeal. The President shall review all the evidence previously submitted as well as any additional information provided by the accused. A final decision shall be made in writing by the President within two (2) working days of the hearing date.

DISCRIMINATION GRIEVANCE PROCEDURE

It is the policy of the District to maintain an environment that is free from discrimination on the basis of race, ethnic background, national origin, sex, age, sexual preference, or physical handicap.

Any student may file a complaint against a student or staff member under the provisions of this procedure. As with other grievances, there are both formal and informal complaint levels. The complaining student may, however, file a formal complaint directly with the Director of Human Resources/ Staff Diversity at any time.

1. Informal Level

- a. The lowest level of complaint is informal (Step 1), which is with the individual who has created the complaint. At this level, the student informally attempts to resolve the situation to his/her satisfaction.

2. Formal Level

- a. The Step 2 level begins the formal process with the discrimination complaint. At this level, the student places the complaint in writing and meets with the supervisor of the employee who has created the complaint.
- b. The Step 3 level is directly with the Director of Human Resources /Equal Employment Opportunity who will either review the Step 2 decision or serve as the initial contact person. Appeal procedures are defined in the District policy.

GRIEVANCE PROCEDURE

A student may file a grievance when he or she believes that a faculty or College staff member has violated College rules, policies, procedures, or other local, State, or Federal laws. There are two types of grievances: academic and general student grievance.

Academic Grievance

An academic grievance may be filed when a student feels that a faculty member has violated State law, Federal law, or College policies and procedures relative to grading or other academic areas.

All grades awarded by the instructor of record shall be final. The State Educational Code (55760) permits a grievance to be filed with respect to grading only in situations where a grade was assigned due to "mistake, fraud, bad faith, or incompetence."

General Student Grievance

A general student grievance may be filed by a student who feels an action of a College staff member, office, or group violates existing College rules, policy, or procedures; or other local, State, and Federal laws. A grievance of discrimination or sexual harassment is included in this category.

Informal Level

Step 1 The Step 1 informal level encourages the student to approach the source of the complaint. This meeting needs to occur within five (5) working days from the time of the last occurrence of the problem behavior. The student should specify the incident that caused the complaint and the action that, in the student's opinion, would resolve the matter.

If Step 1 did not resolve the conflict at the Informal level, the student has ten (10) working days to file a formal complaint using the Student Grievance Procedure form to the Vice President of Student Services. These forms are available in the Office of the Vice President for Student Services.

Formal Level - Grievance Procedure

Step 2 If, after meeting with the source of the complaint, the student is still not satisfied with the resolution of the complaint, a formal Student Grievance Procedure form must be filed with the Vice President of Student Services. The student should specify on the Student Grievance Procedure form the incident that caused the complaint and the action that in the student's opinion would resolve the matter. The VPSS or designee will conduct interviews within ten (10) working days to review the allegations and to determine the appropriate disciplinary sanction. Written and oral evidence may be presented by those interviewed regarding the behavior of the student charged.

Step 3 After interviewing the student(s) involved, the Vice President of Student Services may choose to arrange a meeting between all parties involved. **If a student(s) refuses to meet with the VPSS or the group involved or if a student is unable or unwilling to meet, the student forfeits any further rights under this process unless extenuating circumstances exists. Such extenuating circumstances shall be those acute medical, family, or other personal problems which prohibited normal academic activity. Such circumstances must be verified in writing.** It is the obligation of the student to be reasonably available to schedule such meetings.

Step 4 The final decision of the VPSS shall be communicated to all relevant parties involved within ten (10) working days after the beginning of the investigation. It is the VPSS's responsibility to determine whether the complaint qualifies as a disciplinary violation, grievance, or a matter which should be handled by the Hearing Board or other law enforcement body. The Vice President for Student Services may either render a decision at this point **OR** because of the nature of the charges, refer the entire review to the Hearing Board without rendering a decision.

Appeal Process

Step 5 Hearing Board Review. If the Vice President of Student Services determines that additional input from disinterested parties is warranted, **OR** if the student requests a review of the Vice President of Student Service's decision, the student must request it in writing within ten (10) working days of notification of that decision to the Vice President of Student Services. The Vice President of Student Services shall convene a Hearing Board to further investigate the complaint in order to determine whether the student's rights have been violated. In such an instance, a Hearing Board will be convened within ten (10) working days of receiving the student's request for review.

The Hearing Board will be composed of four members appointed by the VPSS representing the following groups:

- One administrator (who will serve as Chair)
- One student
- One faculty member
- One classified member

Hearing Board Review. The function of the Hearing Board is to be a review board for appeal and to hear student disciplinary cases referred by the VPSS. The Hearing Board will meet within ten (10) working days of the receipt of the appeal or referral.

All Hearing Board meetings are confidential and shall only include Hearing Board members, the student who has filed the grievance, VPSS, any witnesses requested by the Board and other parties whose presence is requested by the Hearing Board for the health and safety of the participants. Parties other than the Hearing Board shall be present only at times delineated by the Hearing Board. *Legal counsel is not permitted by either party.* The Hearing Board may call such witnesses and obtain such information, both oral and written, as is necessary to render a decision based on the appropriate disciplinary sanctions. All written statements as well as all appropriate sections of the Educational Code or other rules and regulations shall be made available to the accused.

The Hearing Board shall deliberate in private and communicate their final recommendation in writing to the Vice President for Student Services within five (5) working days of the end of the hearing. After considering the rationale behind the Hearing Board recommendations, the Vice President for Student Services will render a decision and communicate the decision to the student within five (5) working days of receipt of the Hearing Board report.

The student charged has ten (10) working days to formally notify the President/Superintendent of the College of her/his desire to appeal the decision of the Hearing Board.

Step 6 Appeal to the President/Superintendent. The grievant has the right to ask the President/Superintendent to review the decision of the Hearing Board. In such a case, the grievant must submit the request in writing within ten (10) working days of the Hearing Board's decision.

The President/Superintendent may choose to meet with any and all parties and review any or all of the documentation, at his or her discretion, to determine whether an error has been made in rendering a decision concerning the grievance.

The President/Superintendent (or a designee other than the Vice President for Student Services if the President/Superintendent is absent from the campus during a significant portion of time) will make a final decision that cannot be appealed.

The President/Superintendent will render a decision and communicate the decision to the student within five (5) working days of receipt of the appeal.

PRIVACY STATEMENT

The College maintains a policy pursuant to Federal and State law providing access to student's records only upon written request of students or former students. Unless authorized by the individual student or required by judicial order, the College will not provide access to student records or acknowledge student enrollment to other persons, including parents. Specific written authorization by the student is needed to release records, including the forwarding of transcripts. Specific exceptions to this statement on accessibility of records are spelled out in the policy. The detailed policy is not reproduced here, but is available from the vice president of Student Services. Students (and former students) are also advised that they have a right to challenge the content of their records if they feel such records contain inaccurate, misleading, or otherwise inappropriate information. Contact the Admissions and Records Office.

DRUG AND ALCOHOL-FREE CAMPUS

The District subscribes to the standards of conduct that prohibit the possession, use or distribution of alcohol and other drugs by students and employees on the institution's property or at institutionally sponsored activities as defined in the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). Counselors provide general and specific information and assistance for students and by the Personnel Office for employees. Hartnell College students and employees are subject to sanctions as defined by the Student Handbook, Board Policies, and other local, State and Federal Laws.

CARE OF DISTRICT PROPERTY

Each student in the District is responsible for the proper care of District property, supplies, and equipment entrusted to his/her use.

Students who lose or damage District property shall be notified in writing of the amounts due and the actions that may be taken for failure to pay. Such actions may include the imposition of fees for the loss, damage or defacement of books and equipment; the cancellation of registration; the withholding of grades or transcript; and, in extreme cases, legal action.

SMOKING IN COLLEGE FACILITIES

Smoking is not permitted in the interior of any building at Hartnell College or on the bridge of the CAB building and ventilation areas.

DISTRIBUTION OF LITERATURE TO AND/OR SOLICITING PETITION SIGNATURES FROM STUDENTS ON DISTRICT PROPERTY

Pursuant to the provisions of California Educational Code, Sections 82530 and 82531, individuals/organizations wishing to distribute literature to and/or solicit petition signatures from students of the District, must file a copy of the petitions or materials to be distributed with the Office of Workforce and Community Development. The application form must include the distributor's name, address, and social security number.

The Dean of Workforce and Community Development or designated representative will specify the time, place and manner in which literature is distributed or petition signatures solicited. The distribution period allowed is two days. No materials shall be distributed in, around, or outside any classroom, or in the halls of any District building. Distributing literature or soliciting petition signatures at any place or time other than that designated, or in any manner other than that specified by the Workforce and Community Development Dean or designee is strictly prohibited.