

2019-2020



HARTNELL COLLEGE
C A T A L O G



We are in the business of providing educational opportunities

for students to reach academic goals.

Innovation and student success

76 Our CSin3 program graduated 76% of our first three cohorts in three years—and they received job offers. On average, a four-year degree in computer science at a CSU has a 21% completion rate!

127 We've had a 127% increase in degrees and certificates in six years!

63 We've had a 63% increase in CSU and UC transfers in six years, with just a 1.6% increase in enrollment!

5 Voted Best Ag Educator in Monterey County five years in a row!

209 Our campus community rocks! A total of 209 new and continuing employee donors helped the Student Success Campaign over its \$125,000 goal for 2018-19:

- \$131,825 in total contributions in 2018-19
- Up from \$23,885 donated by 45 employees in 2009-10
- \$700,142 raised over the past nine years



OUR VISION

Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

411 CENTRAL AVENUE
SALINAS, CA 93901



HARTNELL COLLEGE

www.hartnell.edu

At Hartnell College, we are growing leaders through opportunity, engagement, and achievement.



HARTNELL COLLEGE

2019-2020 COLLEGE CATALOG

411 Central Avenue
Salinas, CA 93901
(831) 755-6700
www.hartnell.edu

ACCREDITATION

Hartnell College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, (10 Commercial Boulevard, Suite 204, Novato, CA 94949 (415) 506-0234), The California Board of Registered Nursing, the California Board of Vocational Nursing and Psychiatric Technicians, the Accreditation Commission for Education in Nursing (ACEN). Accreditation by the ACEN is voluntary and insures that Hartnell College's ADN and LVN programs meet the highest standards in nursing education at both the state and national level, the Commission on Accreditation for Respiratory Care (CoARC), Monterey County Emergency Medical Services (EMS), and the California Community Colleges Board of Governors. It has the approval of the State Department of Education to train veterans under Public Law 874 and Public Law 550. It also has the approval of the U.S. Immigration and Naturalization Service to educate foreign students.

HARTNELL COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

Aurelio Salazar, Jr., President
Patricia Donohue, Vice President
Erica Padilla-Chavez
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ACCURACY STATEMENT

The Hartnell Community College District has made every reasonable effort to ensure that information in this catalog is accurate. Courses and programs that are offered, along with other matter contained herein, are subject to change without notice by Hartnell College administration for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and the College further reserve the right to add to, amend, or repeal any of their rules, regulations, policies, and procedures, consistent with applicable laws.

HARTNELL COLLEGE EMERGENCY COMMUNICATIONS

Campus Security:
(831) 755-6888

Maintenance:
(831) 755-6950

Facility Emergency Hotline:
(831) 755-6700, x5700

Office of Student Affairs:
(831) 755-6822

Office of Academic Affairs:
(831) 770-7090

Advanced Technology Office:
(831) 755-6960

Website Pop-Up Emergency Notice:
<https://www.hartnell.edu/about/safety/emergency/>

Welcome to Hartnell College

VISION STATEMENT

Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world.

MISSION STATEMENT

Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.

VALUES STATEMENTS

Values are the essential enduring tenets that guide Hartnell College in fulfilling our mission. They set forth what we believe and they define how we conduct ourselves. At the core of these values is the student.

Students First

We believe the first question that should be asked when making decisions is "What impact will the decision have on student access, learning, development, achievement, leadership and success?"

Academic and Service Excellence

We commit to excellence in teaching and student services that develop the intellectual, personal, and social competence of every student.

Diversity, Equity, and Inclusion

We embrace and celebrate differences and uniqueness among all students and employees. We welcome students and employees of all backgrounds. Ethics and Integrity We commit to respect, civility, honesty, responsibility, and transparency in all actions and communications.

Alliances

We develop strategic relationships within the college and community, locally and globally, that allow us to grow our knowledge, expand our reach, and strengthen our impact on those we serve.

Ethics & Integrity

We commit to respect, civility, honesty, responsibility and transparency in all actions and communications.

Leadership and Empowerment

We commit to growing leaders through opportunity, engagement, and achievement.

Innovation

Through collaboration, we seek and create new tools, techniques, programs, and processes that improve student learning, student achievement, and institutional effectiveness.

Stewardship of Resources

We commit to effective utilization of human, physical, financial, and technological resources.

Health, Safety, and Security

We commit to providing for the health, safety, and security of all students, employees, and visitors.

ACADEMIC FREEDOM

(Board Policy 4030)

Introduction

Hartnell Community College District is committed to the principle that the free expression of ideas is essential to the education of its students and to the effective governance of its colleges. The District recognizes that academic and intellectual freedom is best protected by a system of tenure, academic due process, and policies and procedures that provide faculty, students, and classified employees with the opportunity to freely express themselves in any campus venue, from the classroom to the board room. The District further subscribes to the principle that the free expression of ideas should be limited only by the responsibility to express ideas with fairness, and in a manner that respects the differing ideas of others and distinguishes between established fact and theories and one's own opinion.

Rights of Academic Employees

Academic freedom shall be guaranteed to all academic employees. No special limitations shall be placed upon study, investigation, presentation, and interpretation of facts and ideas concerning human society, the physical and biological world, and other branches of learning, subject to accepted standards of professional responsibility. The right to academic freedom herein established shall include the right to support or oppose political causes, issues, and parties outside of normal classroom activities.

Academic employees are citizens, members of learned professions, and members of the institution. When academic employees speak or write as citizens, they should be free from institutional censorship or discipline, provided they clearly indicate they are not representing the institution.

Academic freedom allows academic employees to seek and present the truth as they know it on problems and issues, subject to the accepted standards of professional responsibility, without fear of interference from administrators, the District Board of Trustees, governmental authorities, or pressure groups.

Although academic employees have the obligation to ensure that their classroom material meets the valid educational objectives of the course as stated in the approved course outline of record, they are entitled to freedom in the classroom in presenting the subjects they teach and shall be free to select and use textbooks and materials that they deem appropriate to meet the stated learning outcomes for the course.

Academic employees are entitled to full freedom in their use of books, online sources, and internet sites and in the publication of the results of any research that may result from the use of these resources.

Academic employees may arrange for classroom lecturers or speakers to make presentations in regularly scheduled classes or groups of classes. The academic employees shall be responsible for the relevance of the lecturer or speaker's subject matter to the course.

Obligations of Academic Employees

Academic freedom requires that all academic employees establish and preserve an open learning environment at the college. No special limitations shall be placed upon students in their study, investigation, presentation, and interpretation of facts and ideas concerning human society, the physical and biological world, and other branches of learning, subject to accepted standards of academic responsibility. Students shall have the opportunity to study controversial issues and divergent views and to arrive at their own conclusions. Academic employees have an obligation to protect the student's right to freedom of inquiry even when the student's conclusions differ from those of the academic employees.

While students may represent without penalty any opinion in or out of class, they may be required to demonstrate knowledge of views contrary to their own in order to fulfill course requirements.

Libraries and Learning Resource Centers

Books and other library and learning resources materials selected and databases provided should be chosen for values of interest, information, and enlightenment of all the people of the community. In no case should library materials be excluded because of the race, nationality, social, political, or religious views of the authors. Libraries should provide materials and information presenting diverse points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

HARTNELL COLLEGE FOUNDATION

The Hartnell College Foundation is a nonprofit, tax-deductible corporation organized by community-spirited citizens in 1979 to support and benefit the Hartnell Community College District. The Foundation Board of Directors consists of up to 35 volunteers from business, industry, and community service. The Board is assisted by over 250 volunteers serving on various committees.

Mission Statement

The mission of the Hartnell College Foundation is to cultivate resources to champion student success

Vision

Our vision is to inspire philanthropy and partnerships that transform the lives of our students and strengthen our communities.



The Hartnell College Foundation was incorporated in December 1979. During the early years, the Foundation focused its efforts primarily on scholarships. In recent years, the Foundation has grown to include a comprehensive fundraising campaign for scholarships, equipment, program support, and endowments. The Foundation's purpose is to raise funds to support and benefit the Hartnell Community College District. A broad base of community support has been created that provides the infrastructure to continue worthwhile programs.

Between 2006 and 2012, the Hartnell College Foundation completed the college's first major comprehensive capital campaign in its 85-year history raising \$12 million. The board and committees were expanded to involve over 250 community leaders. As part of the campaign, areas of need were identified for support including: agriculture, the library, construction, athletics, allied health, health sciences, arts and sciences, and scholarships.

At the end of 2012, the Foundation launched a President's Task Force to identify key initiatives appropriate for private support and create a new 5-year funding plan. The task force included 43 members representing the community. This group, with significant input from the campus leadership, ranked projects according to how attractive they would be for private funding. The draft funding plan, that will be finalized in the first quarter of 2013 includes initiatives for major facilities and new programs; student success scholarships and internships; expansion of science, technology, engineering and math programs; completion of the athletics master plan; high quality arts programs; and additional capacity building for south Monterey County.

Hartnell's Name

WILLIAM EDWARD PETTY HARTNELL was born in 1798 on a country estate in Lancashire, England. He attended Cambridge University and also studied accounting at the College of Commerce in Bremen, Germany. Upon completion of his studies, Hartnell secured a position with the John Begg Trading Company in Santiago, Chile, and began working as an accountant and trade negotiator. He became fluent in Spanish and was soon negotiating trade agreements along the western coast of South America.

In 1822, Hartnell arrived in California and set about establishing a positive relationship with Governor Pablo Vicente Solá and Padre Mariano Payeras, head of the California Missions. As a result of Hartnell's experience and diplomatic skills, Governor Solá granted him the right to trade in California and to establish monetary trade agreements with the missions and the presidios. Hartnell's business ventures thrived and he became well known by the Californios, the large land owners in the province. During this time, he frequented the home of Don José de la Guerra, a highly influential Californio living in Santa Barbara. Don José de la Guerra was regarded as the most wealthy, cultivated, and influential man in the province. He and Hartnell became friends and shared many cultural interests. La Casa de la Guerra was a mecca for distinguished visitors from all over the world, and Hartnell often attended fiestas at the de la Guerra home. It was in this setting that he met the lovely María Teresa de la Guerra, daughter of Don José.

In 1824, Hartnell converted to Catholicism and, a year later, he married María Teresa. In the week prior to the wedding, a series of parties and dinners were held in Santa Barbara followed by the wedding ceremony at the Santa Barbara Mission. William Edward Petty Hartnell and María Teresa de la Guerra Hartnell then moved to Monterey to oversee their business ventures.

In 1830, Hartnell became a Mexican citizen and received a share in the Rancho de Alisal. On the Rancho, he and María Teresa planted fruit trees, grain, and grapes. They also grazed over 500 head of cattle. In 1832, Don José wrote to his son-in-law, "... turn (your) natural inclination to teach into an asset and become a schoolmaster." As the Rancho was an ideal setting for a school, Hartnell could combine the pleasures of teaching with those of being a ranchero. Hartnell soon received permission from Governor Figueroa to secure a license to establish a postsecondary school. On May 4, 1834, Governor Figueroa attended a blessing for the new school and made a gift of approximately \$150 to support the educational venture.

On January 1, 1834, a huge fiesta formalized the opening of El Colegio de San José on the Alisal Rancho, now re-named "El Patrocinio de San José." Spanish, mathematics, philosophy, French, English, German, and Latin formed the curriculum. Each student paid a fee of 200 pesos for a year's study. During the first year, 15 students enrolled and the school became a social center for young people and visiting dignitaries such as Mariano Vallejo, Juan Bautista Alvarado, and Francisco Pacheco. The census of 1836 listed a total of 44 persons living on the Rancho. This included the six children born to William Edward Petty and María Teresa de la Guerra Hartnell.

Information for this article was taken from historical documents provided by the Monterey County Historical Society and the Monterey County Herald, and writings by Dr. Daniel Ipson. The following references were consulted: *The Salinas: Upside-Down River* by Anne B. Fisher (1977) and *The Lives of William Hartnell* by Susanna Dakin (1949). *The information above is correct to the best of our knowledge, but we welcome corrections or additions.*

Open Enrollment

It is the policy of the Hartnell Community College District that, unless health, safety, or limited facilities is a factor in the conduct of a course, every course, 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.

Class Scheduling

Day Classes

Day classes are offered from 7:00 am to 4:30 pm.

Evening Classes

Evening classes are specifically planned to reflect a full range of academic and vocational programs offered by Hartnell College. The only difference between day and evening classes is the time frame. Academic standards, contact hours, and requirements for student performance are the same for both evening and day classes. Evening classes are scheduled between the hours of 4:30 pm and 10:00 pm.

Weekend Classes

Some class offerings are scheduled on Saturdays and/or Sundays.

Compressed Classes

Hartnell offers courses in a compressed format that may include a comprehensive summer session, a winter intersession, and late-start courses offered throughout the year. All courses offered have the same level of quality and number of contact hours as those same courses offered on a semester-length basis. Compressed courses provide students with more flexibility in pursuing their educational goals while balancing work and family responsibilities.

Off-Campus Instruction

Each semester Hartnell College conducts classes at its campuses and center as well as in Greenfield, Soledad, Gonzales, and various other locations throughout the District. Apart from student services offered at all campuses, a counselor is available on site at Soledad High School once a week to help with education plans and enrollment issues. All classes are listed by location on the college website.

Distance Education

Hartnell College offers flexibility leading to student success through fully online and partially online (hybrid) classes providing student the opportunity to take courses from a distance. All distance education courses are comprised of the same content and rigor as their face-to-face counterparts.

Students taking online or hybrid courses will be given access to their course content through the Internet using the Canvas learning management system. Students must have basic computer skills that include the use of word processing software, e-mail, and the ability to upload files. Students using their own computer must have appropriate hardware, software and Internet access. Computer access is also available at the main campus library or in a lab at one of the college campuses (King City, Alisal, or main). Students completing their courses online will have online access to counseling, tutoring, library resources, and faculty; that allows for flexibility and convenience in the student's schedule.

Online Enrollment for out state students:

The State of California has not elected to sign the Sara agreement (<http://nc-sara.org>), therefore enrollment in online sections at Hartnell College is limited to California residents.

Self-Paced Classes

Hartnell offers some self-paced courses for students who need flexibility in scheduling their time on campus. When completing these courses, students may establish schedules that are convenient and that enable course completion.

The Campus

The Hartnell College main campus is located a few blocks from downtown Salinas.

The main campus at 411 Central Avenue consists of many academic facilities, most of which were built within the past twenty years. For more information about the college facilities please see maps on pages 319-320.

Cars on Campus

Operation of motor vehicles on Hartnell College campus must be conducted in a manner which ensures the safety of the driver, passengers, pedestrians, and/or any others, and which prevents damage to college property. The College is not responsible for loss of any property or damage to any property sustained by any person parking on campus.

The campus speed limit is 5 miles per hour.

Parking on Main/Alisal/King City Center Campus

PARKING PERMITS ARE REQUIRED TO PARK ON CAMPUS. ALL PARKING IS ON A FIRST-COME, FIRST-SERVED BASIS. PARKING PERMITS ARE SOLD WITH NO GUARANTEE OF SPACE AVAILABILITY.

Parking on campus is a privilege extended by the Board of Trustees to those who have college-related business. Drivers of vehicles on college property shall comply with the rules and regulations of the college. Parking privileges can be withdrawn for violations of parking regulations. Regulations are published on the Hartnell website at <https://www.hartnell.edu/about/safety/parking.html> For questions or assistance contact Campus Security at (831) 755-6888.

Parking Permits are available for sale online through your PAWS account two weeks prior to the start of each semester and sales end approximately 2 months after each semester.

No permits are required for the King City Center Campus.

<p>CASHIER HOURS</p> <p>Main Campus Monday – Thursday: 8:30 am to 4:30 pm Friday – 9:00 am to 1:00 pm</p> <p>Alisal Campus Monday – Thursday: 9:30 am to 5:30pm Friday – 9:00 am to 4:30 pm</p> <p>King City Center Monday – Thursday: 8:30am – 4:30 pm Friday 9:00 am – 1:00 pm</p> <p>Cost of Parking Permits: \$40 per semester \$20 per semester for Financial Aid Students</p>
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The District reserves the right to change parking fees based on Hartnell College Board Policy 2255. Parking fees may increase during the 2019-2020 academic year. Please watch our website for official notification.

Daily Parking Permits are available online or from the daily parking permit machines (No coins only dollars and credit cards) in various locations throughout the campus parking lots and garage. These permits are valid only on the day the permit is purchased. All-day parking cost is \$2.00.

Parking permits must be displayed in plain view in the appropriate location according to Parking Regulations or a citation will be issued. There are no exceptions. Should you receive a citation, follow the written instructions on the back of the citation. Restricted parking where regular permits are not valid: 30-minute zones (green), staff spaces (orange), handicapped spaces (blue) and car pool spaces. Head in parking only in all spaces

Carpool Parking requires the purchase of a student permit and an additional permit which can be obtained without additional cost through the Cashier’s Office.

Enforcement

Campus parking and traffic safety regulations are enforced by Hartnell College and the Salinas Police Department. Campus Security issues parking citations for violations. Phoenix Systems Group in Santa Ana, CA, administers collections and appeals. For Citation issues regarding the process they can be reached at www.paymycite.com/hartnellcollege. Any additional information needed, contact Campus Security at (831) 755-7003.

College Cafeteria

The cafeteria is located in the College Center of the Main Campus. The Steinbeck Hall dining room provides seating for 250 and an additional 200 in the Commons area. An extensive menu offers a wide variety of food. The Cafeteria accepts Visa and MasterCard and debit cards along with the ASHC student body CatCard. Catering to the campus community is also available. Vending machines are located throughout the campus. Hours of operation are:

<p><u>Fall and Spring semesters</u></p> <p>Monday – Thursday: 7:30 am – 7:30 pm Friday: 7:30 am – 2:00 pm</p> <p><u>Summer session</u></p> <p>Monday – Thursday: 7:30 am – 2:00 pm</p>
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College Store

Operated by Follett Higher Education Group, Hartnell College Bookstore is a student's single point of contact for all their course materials needs. The bookstore offers flexible pricing options through new, used, rental, and digital textbooks as well as an assortment of general and reference books, emblematic clothing, gifts and school supplies. Additionally, the bookstore offers textbook buy back on titles with current market value. A valid student ID is required to sell books.

The bookstore's regular hours of operation are:

Fall and Spring semesters

Monday: 7:45 am – 5:00 pm

Tuesday – Thursday: 7:45 am – 6:00 pm

Friday: 8:00 am – 1:00 pm

Summer session

1st Week

Monday – Thursday: 8:00 am – 5:00 pm

Friday – 8:00 am -3:00 pm

2nd Week – 6th Week

Monday – Thursday: 8:00 am – 3:00 pm

Friday – Closed

Please visit the bookstore's website for special hours, announcements, and online ordering:

<https://www.bkstr.com/hartnellcstore/home/en>

Limited supplies are available at the King City Center.

Visitors to the College

Parents, the general public, and other interested persons are invited to visit the campus. Visitors should stop at the Office of Student Life located in C-140 (831) 755-6734, for information and directions.

No one is permitted to attend classes unless s/he is a registered student. Exceptions to this rule may be made only in unusual circumstances and only when such visit will not disturb the instructional program. A special Visitor's Permit is required in such instances.

Permission to enter upon the property of the District, either stated or implied in other policies or practices, is subject to immediate revocation by the Governing Board or by the Superintendent-President of the College.

Communications

No telephone messages for students will be accepted by the College. Mail or faxes should not be addressed to students in care of the College. No delivery of any nature will be accepted for students.

Campus Security

The Campus Safety/ Emergency Management Office is located in Building T near the athletic fields. There is an alternate location at the Kiosk at the roundabout on main campus. Campus Safety assists with reporting on-campus crimes and emergencies, parking, locating lost articles, escorts etc.. Campus Safety is available 24 hours a day and can be contacted by calling (831) 755-6888 or in a non-emergency inquiry at 831- 755-7003.

When an emergency occurs on campus, call Campus Security – 755-6888 or x6888. An officer will respond to all calls including medical emergencies. Any questions regarding student injuries or accidents on campus should be directed to the student Life Coordinator Office in C-104 or phone (831) 755-6825.

Alert System

The campus safety and facilities emergency status bulletin telephone number is (831) 796-6222. From a campus line, simply dial 6222. This line will announce any known emergency situations or outages on campus.

In the event of an Emergency, Hartnell College utilizes a SMS-based emergency notification service EVERBRIDGE, In addition to a Visiplex announcement system. For information about the new mass notification go to:

<https://www.hartnell.edu/about/safety/emergency/>

Lost & Found

Found articles should be turned in to Campus Security (Building T) or the mailroom located next to the Cashier's Office in Building B-115. Lost articles can be claimed in the mailroom.

Library & Learning Resource Center

Hours of operation are:

Fall and Spring semesters

Monday – Thursday: 8:00 am – 9:00 pm

Friday: 8:00 am – 4:00 pm

Saturday: 10:00 am – 2:00 pm

Hours during the sessions other than the fall and spring semesters may vary and will be posted at the entrance to the library and on the library's website at:

<http://www.hartnell.edu/library/>. The library is closed during semester breaks.

The current Library and Learning Resource Center opened in June 2006. Located in Building A at the corner of Homestead and Central Avenues, the library is conveniently adjacent to the college parking garage. The 68,000 square foot facility offers students, faculty, staff, and community members a variety of library and technology services, and access to collections in multiple formats. The two floor facility features over 200 computers, networked, multifunctional devices for printing, copying, scanning, and faxing, collaborative group study rooms for students, space for quiet individual study, a Professional Development Center for faculty and staff, and other instructional rooms. Tutoring services currently located on the second floor of the Library in Room A-214.

The first floor library staff provides assistance with the reserve collection, circulation of materials, and basic support to computer users. Reference librarians assist students and other library patrons with their information needs, teach credit information literacy courses, provide course-related library orientations and tours, and offer one-on-one research consultations.

The library's collections support the college's curriculum and contain more than 60,000 books, 150,000 electronic books, 100 periodical subscriptions, and 800 video recordings and DVDs. From the library's webpage, patrons may access the online catalog and more than 40 electronic databases that include full-text periodicals, journals, newspapers, videos, and reference works.

The library was designed to provide access to all students. Accessibility features include computers with assistive technologies and software applications, wheelchair accessible public service desks, self-check stations, group study rooms, study carrels, and study tables.

Hartnell College offers online classes and hybridized classes with both online and face-to-face instruction. Students taking online courses must have basic computer skills for using word processing and e-mail, including sending attachments and files. Students also need access to the Internet and must have adequate hardware and software capabilities. Web-delivered courses expect the student to have home access to a computer with Internet capabilities. For those students who do not have this access, computers with Internet connectivity are available at satellite campuses at King City, the Alisal Campus, and the main campus (in the Library and the computer classrooms).

All distance education courses are academically rigorous, require the direction of and interaction with qualified faculty, and are equivalent to traditionally taught courses. The course schedules clearly identify Internet-based courses, and the college web site has a link for students wishing to obtain more detailed information.

NON-DISCRIMINATION 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 procedures of the Student Code of Conduct.)**

Hartnell College ensures that its programs and activities, including employment, are available to all qualified persons without regard to race or ethnicity, color, religion, sex, gender identity or expression, sexual orientation, age, physical or mental disability, medical condition, genetic information, marital status, ancestry, national origin, or veteran status.

If a student feels s/he has suffered unlawful discrimination, harassment, or retaliation by an instructor, an administrator, or a member of the classified staff, s/he may obtain written instructions for the filing of a complaint or grievance from the Office of the Vice President of Student Affairs and (831) 755-6822. 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, including the California Education Code. The college's nondiscrimination policies and procedures may be found on the college's website at BP 3410 Nondiscrimination and AP 3410 Nondiscrimination.

En el seguimiento de estudios académicos y otros colegios que patrocinan actividades que promueven el desarrollo intelectual y personal, todos los estudiantes deberán de ser libres de discriminación ilegal por parte de cualquier miembro de la comunidad académica. (Estudiantes que sean molestados por los actos de otros estudiantes, tienen que recurrir al código de conducta estudiantil.)

Él colegió Hartnell asegura que sus programas y actividades, incluyendo empleo, están disponibles a todas las personas calificados sin tomar en cuenta su raza, color, religión, sexo, orientación sexual, edad, incapacitado, estado civil, ascendencia, origen nacional o estado veterano.

Si el estudiante siente que ha sufrido una discriminación, acoso o represalia de alguien maestro, administrador, empleado de oficina, Puede obtener una forma en la oficina del Vice-Presidente (831) 755-6822 de ayuda estudiantil para presentar su queja. La queja se necesita precintar dentro del año en el que ocurrió el incidente.

Las pólizas de colegio acerca de discriminación, acoso y represalia están de acuerdo con las leyes federales y estatales con los códigos de educación del estado de California.

SEXUAL HARASSMENT POLICY

It is the policy of the Governing Board of the Hartnell Community College District to provide an educational and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or communications constituting sexual harassment, as defined by Education Code Section 212.5 and otherwise prohibited by state and federal law.

It is unlawful and a violation of this policy for anyone who is authorized to recommend or make personnel or educational decisions affecting an employee or student or who is otherwise authorized to transact business or perform other acts or services on behalf of the District to engage in sexual harassment.

Allegations of sexual harassment shall be thoroughly investigated in accordance with the District's sexual harassment/ discrimination complaint procedures.

It is a violation of this policy to retaliate against a sexual harassment complainant or witness. The initiation of a complaint or participation as a witness in a sexual harassment investigation shall not affect the complainant's or witness's future business dealings with the District; his or her employment, compensation, or work assignments; his or her grades, class standing, or other matters pertaining to his or her status, as an employee or student, in any District program.

A complaint and the results of the investigation shall be confidential to the extent maintenance of confidentiality is consistent with a thorough investigation and appropriate disposition of the matter.


Rules and procedures for reporting charges of sexual harassment and pursuing available remedies may be obtained from the Associate Vice President of Human Resources and Equal Employment Opportunity or any employee in the Office of Human Resources and Equal Employment Opportunity. These policies and procedures also are available on the college's website under BP 3430 Prohibition of Harassment, AP 3430 Prohibition of Harassment, and AP 3435 Discrimination and Harassment Investigations.

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

Pursuant to the provisions of California Education 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 Student Life Office. The application form must include the distributor's name, address, and social security number.

The Vice President of Student Affairs 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 Vice President of Student Affairs or designee, is strictly prohibited.



**HARTNELL COLLEGE
FOUNDATION**

JOIN THE ALUMNI ASSOCIATION

<http://hartnellfoundation.org/>

Keep in touch. Register now to stay involved and keep up-to-date with Hartnell's progress and events. You will receive the Foundation Newsletter with campus happenings and more. View our Alumni Success Stories at <http://hartnellalumni.org/alumni-stories/>. If you would like to submit your story, please call us at (831) 755-6810.

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HARTNELL COLLEGE STUDENT RIGHT-TO-KNOW INFORMATION

Information Disclosure: The federal Student Right-to-Know (SRTK) and Campus Security Act of 1990 requires all institutions of higher education to disclose information about program completion and transfer rates. The information presented here provides the academic outcomes over a three year tracking period for all first-time, full-time students who were first enrolled at Hartnell College in fall 2014 with educational goals of earning a degree, earning a certificate, or transferring to a four-year institution. This cohort represents only a small proportion of all students enrolled and only for the tracking period.

Definitions: A completer is a student who attained a certificate or degree or became transfer prepared during the three year period from fall 2014 to spring 2017. A transfer-prepared student is a student who completed 60 transferable units with a GPA of 2.0 or better. A transfer student is a student who transferred to another post-secondary institution prior to attaining a degree, certificate or becoming transfer-prepared during a five semester period from spring 2015 to spring 2017.

Official Rates: Hartnell College's official SRTK completion rate for the 2014 cohort is 31.1%, compared with the statewide completion rate across all California community colleges of 30.4%. The official SRTK Hartnell transfer rate for the 2014 cohort is 6.7%, and the statewide transfer rate is 9.5%. Please note that SRTK rates substantially underrepresent success in preparing students for transfer to four-year institutions, as the methodology only allows each student to be counted once, even though a student can both complete a degree and transfer to a four-year institution. Students who complete a degree and also transfer are counted only in the completion category; they are not counted in the transfer category. Additionally, SRTK rates do not account for student outcomes occurring after the three year tracking period.

Trends: The average completion rate over last four years (e.g., 2011-2014 cohorts) for Hartnell is 28.6%, and 7.3% for transfer. The average statewide completion rate is 0.7% higher than Hartnell's at 29.3%, and the average statewide transfer rate is 4.4% higher (11.7%).

Since 2011 Hartnell has increased the overall completion rate by 21.8%, while the average statewide transfer rate increased by 8.5%. The overall transfer rate for Hartnell decreased by 34.3%, and the statewide transfer rate decreased by 21.6%.

The transfer rate for the 2014 cohort was higher for both Hartnell and statewide.

Table 1: Trends

Group	Metric	2011 Cohort	2012 Cohort	2013 Cohort	2014 Cohort	Average	% Change in 2011 to 2014 Cohorts
Hartnell	Completion Rate	25.5%	26.9%	30.8%	31.1%	28.6%	21.8%
	Transfer Rate	10.3%	6.3%	5.8%	6.7%	7.3%	-34.3%
Statewide	Completion Rate	28.0%	29.5%	29.3%	30.4%	29.3%	8.5%
	Transfer Rate	12.1%	10.9%	10.3%	9.5%	11.7%	-21.6%

Source: California Community Colleges Chancellor's Office (Student Right to Know), March 20, 2018