

Grade Alleviation Petition



A student who has earned a grade of "D" or "F" at Hartnell College may repeat the course at any college. If grade is being alleviated by external course, an official transcript is required. No action is required by the student when the same course is being repeated at Hartnell College. Please see Grade Alleviation Guidelines on the back of this page for further information.

Student Name:	Student ID#:	Phone:
Student Email:	Program of Study:	

Course Alleviation Information
List the course(s) that you are petitioning to be used for grade alleviation.

Institution Name	Course Name & #	Grade	Units	Semester	Hartnell College Course Name & #	Grade	Units	Semester

I understand that the original grade will not be deleted from my record, nor will it change my academic status for that term, but it will no longer be included in the calculation of my Grade Point Average.

Student Signature: _____ **Date:** _____

Counselor Faculty Use Only

Counselor Name: _____ **Counselor Signature:** _____ **Date:** _____

Comments: _____

Admissions & Records Use Only

Official transcripts received: Yes No Meets requirements: Yes No Evaluated by & Date: _____ Comments: _____
 Approved Denied Dean, Enrollment Services Signature: _____ Date: _____

Date A&R updated: _____ A&R Staff Name: _____

Grade Alleviation Guidelines

Previously recorded substandard academic grades below a C grade may be disregarded in the calculation of a student's grade point average, if the work is not reflective of the student's present scholastic level of performance. Student may repeat the class for a letter grade of A, B, or C to alleviate the original grade. The student's transcript will show the prior substandard grade and indicate that the grade was alleviated. Admissions and Records will automatically alleviate course work. No action is required by the student

A student who subsequently repeats a course at another accredited college may request to alleviate a final grade of D or F earned for the same class at Hartnell College. The student must file a petition and verify the grade with an official college transcript. The student's transcript will show the prior substandard grade and indicate that the grade was alleviated.

Grade alleviation does not apply when repeating a course for one of the following reasons: cooperative experience, disabled student repeating a class, student repeating a legally mandated course, and student repeating because of a significant change in industry or licensure standard.

1. Alleviated course work will be annotated on the student's transcript with a G for Grade Alleviation and the substandard grade will be excluded from the student's grade point average calculation.
2. When a substandard grade was recorded at Hartnell College, an equivalent course may be completed at another accredited college or university.
 - Student may be required to submit a copy of the course outline or catalog description to confirm course equivalency.
3. Pass/No Pass grading is not permitted.
4. The letter grade received in this process may appear on the student's Hartnell College transcripts.

STUDENT DIRECTIONS

1. After you have submitted official transcripts to A&R (See above for more information). Please note that it can take 2-weeks for the Admissions & Records Office to receive mailed documents. Please call to schedule an appointment with a counselor.

	Athletics	<input type="checkbox"/>	Phone: 831-755-6840	If you are not part of a support program, or you are unsure, please call General Counseling for assistance: 831-755-6820
	Department of Supportive Programs and Services (DSPS)	<input type="checkbox"/>	Phone: 831-755-6760	
	EOPS, CARE & CalWORKs Office	<input type="checkbox"/>	Phone: 831-755-6860	
	MiCasa - Office of Equity Programs	<input type="checkbox"/>	Phone: 831-755-6723	
	Health Sciences (Nursing, LVN, RCP)	<input type="checkbox"/>	Phone: 831-770-6146	
	TRIO SSS	<input type="checkbox"/>	Phone: 831-759-6013	
	UMOJA	<input type="checkbox"/>	Phone: 831-755-6820	
	Veterans Service Center	<input type="checkbox"/>	Phone: 831-755-6909	

2. Schedule a 60-minute Counseling Appointment, a Counselor will review any pertinent information and supporting documentation for Grade Alleviation.
3. The Counselor will submit via email the Grade Alleviation Petition with supporting documentation to the Admissions and Records Office for final review to evaluations@hartnell.edu.
4. Admissions & Records Evaluators will review the Grade Alleviation Petition and submit it to the Dean of Enrollment Services or designee for final approval. A decision will be provided to the student within 10 working days from receipt of the petition.
5. A confirmation email will be sent to you and the counselor when the Grade Alleviation Petition has been posted.