

ACADEMIC REGULATIONS

Academic Renewal

The Trustees of the California State University have established a program of academic renewal. Students having difficulty meeting graduation requirements due to a grade point deficiency may petition to have up to two semesters or three quarters of previous college work discounted from all considerations associated with requirements for the baccalaureate degree.

Academic renewal is intended only to facilitate graduation from Humboldt State; it does not apply to individuals who already possess a baccalaureate degree or who meet graduation requirements without the approval of a petition for academic renewal.

Conditions. In order to qualify for academic renewal, students must meet all of the conditions established by the Trustees:

- This policy can be applied only if students have met all graduation requirements except GPA.
- AND present evidence in the petition that the coursework to be disregarded was, due to extenuating circumstances, substandard and not representative of the student's present scholastic ability and level of performance.
- AND present evidence that if the petition is denied, the student will have to enroll in additional coursework involving one or more additional terms to qualify for the degree. Include the specific coursework or requirements involved.
- AND five years must have elapsed since the term or terms to be disregarded. Terms taken at any institution may be disregarded.
- AND since completing the term(s) to be disregarded, the student must have completed at least one of the following in regard to Humboldt State coursework:
 - 15 semester units with at least a 3.0 GPA
 - 30 semester units with at least a 2.5 GPA
 - 45 semester units with at least a 2.0 GPA
- AND the student's grade point average remains below 2.0 for the major, Humboldt State, or overall.

Students who believe they are eligible should file a Petition of the Student with the Registrar through the Office of the Registrar (SBS 133).

Academic Standing

Good Standing. *Undergraduate* students whose Humboldt State cumulative grade point average (GPA) and overall GPA are

2.0 or above are considered in good academic standing. *Graduate* students whose Humboldt State cumulative GPA and overall GPA are 3.0 or above are considered in good academic standing.

Academic Probation & Disqualification

An undergraduate seeking a bachelor's degree, a post-baccalaureate student seeking a second bachelor's degree, or an unclassified post-baccalaureate student will be placed on academic probation if either the overall grade point average or the cumulative GPA at Humboldt falls below 2.0 (C grade average).

If a student is on academic probation and the Humboldt State cumulative GPA is below the following levels, the student will be academically disqualified:

Freshmen (<30 units) below 1.50

Sophomores (30–59.9 units) below 1.70

Juniors (60–89.9 units) below 1.85

Seniors (≥90 units), post-baccalaureate students seeking a second bachelor's degree below 1.95

Unclassified post-baccalaureate graduate below 1.95

Note: A student may remain on probation for no more than two sequential semesters. After two semesters on academic probation, a student must either return to good academic standing or be disqualified.

Graduate students, including those who are classified or conditionally classified, and credential seeking students will be placed on academic probation if their Humboldt State cumulative grade point average falls below a 3.0 (B grade average). A graduate coordinator may also notify a student of academic probation or disqualification for failure to maintain a GPA of 3.0 or better in all courses taken to satisfy the requirements of the degree. Graduate students may be placed on probation and/or disqualified for failure to make adequate progress in the program, as defined by the requirements and policies of individual programs, by recommendation of the program faculty and graduate coordinator, and action of the graduate dean. While on academic probation, if a graduate student or a credential student's cumulative GPA at Humboldt State is below a 3.0 for a second consecutive term, the student will be academically disqualified.

Disqualified students will not be allowed to register unless they are formally reinstated and/or readmitted to the university.

Regularly enrolled students who are academically disqualified from HSU are not eligible to enroll in coursework through Extended Education.

For undergraduate and unclassified post-baccalaureate students:

After the absence period, an admission application is required for reinstatement consideration. Humboldt State reserves the right to accept applications for disqualified students during specified application terms only. Please contact the Office of Admissions for more information.

First DQ: Student must take off a minimum of one semester before reapplying.

Second DQ: Student must take off a minimum of a full year before reapplying. Students may be required to take additional time off, or complete courses at a different institution before being readmitted.

Third DQ: No option to reapply to HSU. May complete coursework elsewhere and reapply to a different CSU campus.

For graduate and credential students:

First DQ: Students may be immediately reinstated to the university given a positive recommendation from the graduate program including an agreement by a graduate faculty member to serve as the student's advisor submitted to the Graduate Studies Office.

Second DQ: Student must take a minimum of one semester off before reapplying. Students may be required to take additional time off. Students may be readmitted to the university given a positive recommendation from the graduate program including an agreement by a graduate faculty member to serve as the student's advisor. Students will be required to provide a letter with a statement describing the reasons for the academic probation and a plan to address the underlying problems in order to increase the likelihood of success. Both documents will be forwarded to the Graduate Studies Office for processing. After the absence period, an admission application is required for reinstatement consideration. Humboldt State reserves the right to accept applications for disqualified students during specified application terms only. Please contact the Office of Admissions for more information.

Third DG: No option to reapply to HSU. May complete coursework elsewhere and reapply to a different CSU campus.

Financial aid and veterans educational benefits have satisfactory academic progress criteria that can affect aid eligibility. Baccalaureate and post-baccalaureate level veterans and eligible dependent students will be placed on veteran's academic probation if their cumulative grade point average at Humboldt State falls below a 2.00. Veterans and eligible dependents are permitted a maximum of two semesters on probation before their benefits will be terminated due to unsatisfactory academic progress. Contact the VETS Office, LL 58, for information regarding veterans educational benefit criteria.

Contact the Financial Aid Office, SBS 231, for information regarding satisfactory academic progress standards for financial aid recipients.

Administrative-Academic Probation & Disqualification

A student may be placed on administrative-academic probation for any of the following reasons:

1. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (**Note:** A student whose withdrawal is directly associated with a chronic or recurring medical condition or its treatment is not to be subject to Administrative-Academic probation for such withdrawal.)
2. Repeated failure to progress toward the stated degree objective or other program objective, including that resulting from assignment of 15 units of NC (No Credit), when such failure appears to be due to circumstances within the control of the student.
3. Failure to comply, after due notice, with an academic requirement or regulation, as defined by campus policy which is routine for all students or a defined group of students (examples: failure to complete a required CSU or campus examination, failure to complete a required practicum, failure to comply with professional standards appropriate to the field of study, failure to complete a specified number of units as a condition for receiving student financial aid or making satisfactory progress in the academic program).

A student who has been placed on administrative-academic probation may be

administratively disqualified if any of the following occur:

1. The conditions for removal of administrative-academic probation are not met within the period specified.
2. The student becomes subject to academic probation while on administrative-academic probation.
3. The student becomes subject to administrative-academic probation for the same or similar reason that the student has previously been placed on administrative-academic probation, although the student is not currently in such status.

Special Cases of Administrative-Academic Disqualification

An appropriate campus administrator in consultation with academic department, Dean of the College, and/or other appropriate parties, may disqualify a student who at any time during enrollment in a program leading to professional licensure or credential, has demonstrated behavior so contrary to the established standards and criteria of the profession for which the student is preparing as to render the student unfit for the profession. In such cases, disqualification will occur immediately upon notice to the student, which shall include an explanation of the basis for the action, and the campus may require the student to discontinue enrollment as of the date of the notification.

Students who have been disqualified, either academically or administratively may not enroll in any regular campus session (e.g., open university), and may be denied admission to other educational programs operated or sponsored by the University.

Graduate Student Administrative-Academic Probation and Disqualification. For policy specific to graduate students, see "The Master's Degree" on page 83.

Add/Drop (see Schedule Adjustments)

Admission & Evaluation of Academic Records (General Information)

Credit by Examination

Challenging a Course. Students may challenge courses by taking examinations developed at Humboldt State University. Credit shall be awarded to those who pass them successfully. A Credit by Examination form must be submitted to the Office of the Registrar, SBS 133, during the first two

weeks of the semester. Do not register for the class you would like to challenge.

Not all courses are available to be challenged. The instructor of the course and the department chair must first approve the credit by exam. Approval by the department chair and the instructor will be based upon consideration of preparation and background, the nature of the work to be covered, and the availability of qualified staff members to give the examination. Units earned by examination will not count toward the residency requirement at Humboldt State. Persons challenging courses must be enrolled in other courses as matriculating students. Applications for internal credit by examination are available from the Office of the Registrar, SBS 133

External Credit By Exam. Humboldt State may grant credit for passing scores on external examinations such as Advanced Placement (AP), CLEP, DSST, EEE, and International Baccalaureate (IB) exams. No more than 30 semester units of such credit may apply to a baccalaureate degree. Advanced Placement (AP) and International Baccalaureate (IB) credits are excluded from this limit. If the content covered by an examination duplicates other credit awarded, the units will be adjusted from the amount indicated. See "Credit for External Examinations" on page 52.

Advanced Placement. Humboldt State University grants credit toward its undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Board. Students who present scores of three or better will be granted up to six semester units (nine quarter units) of college credit.

Information about the number of units awarded and how they meet specific academic requirements may be found in the following charts.

Credit for Non-Collegiate Instruction

Humboldt State University grants undergraduate degree credit for successful completion of non-collegiate instruction, either military or civilian, appropriate to the baccalaureate degree, which has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The numbers of units allowed are those recommended in the Guide to the Evaluation of Educational Experience in the Armed Services and the National Guide to Educational Credit for Training Programs.

The National Guide to Educational Credit for Training Programs recommends the number

of units allowed. Appropriate documentation of instruction/coursework must be submitted to the registrar through the Office of the Registrar before credit can be awarded.

Military Credit. Students may earn general education and elective credit for one year of active military service with an honorable discharge by filing a copy of their Member 4 DD214 with the Veterans Enrollment & Transition Services (VETS) office. Students may earn credit for education and training courses completed in the military based on recommendations by the American Council on Education. Humboldt State University will maintain a written record of the previous education and training of veterans and eligible persons, the Degree Audit Report will clearly indicate that credit has been granted when applicable, per 21.4253 Students are required to submit a military registry transcript to VETS.

Contact Veterans Enrollment & Transition Services to see about obtaining a military registry transcript or if you have questions about your military evaluation, 707-826-6272.

Advisor Change

Requests for an advisor change are made by filling out an Advisor Change form obtained from the Office of the Registrar (SBS 133), or online forms.humboldt.edu/advisor-change.

Attendance

Humboldt State University expects attendance at every class meeting. Students who have been absent from a class or lab session within the first week of instruction may be dropped from the course for non-attendance by the instructor no later than the end of the second week of instruction.

Not all instructors will drop students on the basis of non-attendance. Students are responsible for ensuring the correct courses are on their schedules prior to the add/drop deadline. Failure to drop the course officially will result in a grade of "WU" or "F" being submitted by the instructor. (A "WU" is a withdrawal unauthorized which is computed in your GPA the same as an "F" grade.)

Auditing a Course

A student must petition the Office of the Registrar to audit a class. The Audit Petition must be approved by the instructor and have the fees paid. The petition must be returned to the Office of the Registrar, SBS 133, by the twentieth day of instruction (census).

Humboldt permits students to audit only after those otherwise eligible to enroll on a credit basis have had opportunity to do so. The same

fee structure applies as for credit students. Regular class attendance is expected.

There is no limit to the number of courses a student can petition to audit within a term. You should register for the course to be audited prior to the deadline to add courses [see Academic Deadlines at registrar.humboldt.edu/academic-deadlines].

Use an Audit Petition to obtain the signature/approval of the instructor of the course you wish to audit. Forms are available in the Office of the Registrar, SBS 133, or online at registrar.humboldt.edu. Courses audited must be paid for following the same fee structure as courses in which a student is normally enrolled.

Once enrolled as an auditor, a student may not change to a credit status unless the change is requested no later than the last day to add a course.

An AU grade for the audited course will appear on the permanent record. There are no grade points earned nor are the units counted in earned, attempted or GPA hours.

Audited courses are not eligible for inclusion in the determination of full/part-time status in the awarding of financial aid.

Cancelled Classes

Classes scheduled to be offered by the colleges of Humboldt State University are listed in the class schedule. Humboldt State reserves the right to cancel, postpone, divide, change the time of, combine scheduled classes, and/or change instructors.

Catalog Rights & Continuous Enrollment

A student's catalog rights are based on when and where you begin college and how long you have been "continuously enrolled." Students who have been enrolled either at a California Community College or a CSU campus for at least one semester or two quarters of consecutive calendar years are considered to be "in continuous attendance." A student in continuous attendance may choose to meet the requirements for graduation specified in the Humboldt State University catalog which was/is in effect:

- When the student first enrolled in any CSU or California community college,
- When the student first enrolled at Humboldt, or
- When the student graduates.

Note: Students changing their major or minor may be required to complete the major or minor requirements in effect at the time of the change.

Class Level

Students are *classified* according to the number of semester units completed:

- Freshmen fewer than 30 units
- Sophomores 30 to 59.9 units
- Juniors 60 to 89.9 units
- Seniors 90 or more units

Commencement

Commencement ceremonies take place once per academic year on the Saturday following spring semester final exams. Each college hosts its own ceremony.

Credit Hour

As of July 1, 2011, federal law (Title 34, Code of Federal Regulations, sections 600.2 and 600.4) requires all accredited institutions to comply with the federal definition of the credit hour. For all CSU degree programs and courses bearing academic credit, the "credit hour" is defined as "the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours."

A credit hour is assumed to be a 50-minute period. In courses in which "seat time" does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement.

Credit Limitations

Extension and Correspondence. Students may count no more than 24 semester units of extension or correspondence courses toward a bachelor's degree. **Note:** These may not count toward the residency requirement.

Open University. Students may count no more than 24 semester units of Open University / Special Session courses toward a bachelor's degree. No more than nine units of Open University / Special Session courses can apply toward a master's degree (pro-

vided these courses are on the candidate's approved master's program).

Transfer Credit. No more than 70 semester units earned at an accredited community college may transfer to Humboldt State (California Code of Regulations, Title 5).

No more than six units earned in **intercollegiate athletics** may count toward graduation requirements. No more than two units of **intramural** courses may count toward graduation.

Credit/No Credit

Mandatory Credit/No Credit. Some courses are offered only credit/no credit — no letter grades. These include activity courses, thesis projects, field projects, independent study courses, and specialized courses.

Optional Credit/No Credit. In some courses, students choose between taking a letter grade or credit/no credit. A student choosing the credit/no credit option must do so by the eighth week of classes; otherwise the student will receive a letter grade.

Courses used to fulfill major requirements may not be taken on an optional credit/no credit basis. No more than 24 semester units of credit/no credit (mandatory and/or optional) taken at Humboldt State will count toward a bachelor's degree.

Graduate students can choose optional CR/NC only for courses not required by their approved program. No more than one-third of master's degree courses may be taken credit/no credit.

Students may take only one optional CR/NC course per semester at Humboldt State.

Evaluating Credit. For an undergraduate, unclassified post-baccalaureate, and second bachelor's degree student, credit is equivalent to a passing grade (A, B, C, or C-). No credit is equivalent to a D+ or lower. For a graduate student who is in a master's degree program, or a credential-seeking student, credit is equivalent to a passing grade (A, B, or B-). No credit is equivalent to a C+ or lower.

Although grades of CR and NC do not affect GPA calculation, some universities and many graduate schools interpret an NC grade as an F.

Dean's List

An undergraduate student who completes at least 12 graded (A-F) units with a minimum term grade point average of 3.50 is designated on the Dean's List. This designation appears on the student's academic transcript.

Disqualification (see Academic Standing)

Double Major

Students may earn a bachelor's degree with two majors by completing the requirements for both programs. Although both majors appear on the permanent record, the student receives one degree.

Students may request a second major only if they meet the following criteria:

1. Declare second major before earning 90 units; and
2. Demonstrate that they can graduate with both majors completed in fewer than 140 total units.

Students who choose to complete a second major and cannot complete the required courses in less than 140 units may submit a request for an exception to the department chair and college dean.

Drop/Add (see Schedule Adjustments)

Educational Leave (Leave of Absence)

Undergraduate students (in addition to post-baccalaureate students who are pursuing a certificate or bachelor's degree) who plan on not attending Humboldt State University for a semester, can request a leave of absence or educational leave from the university if qualified.

A leave of absence may be requested for two terms, but may be extended for two additional terms (for a maximum of four terms) under special circumstances. For more information or to obtain an educational leave request, contact the Office of the Registrar (SBS 133), or go to registrar@humboldt.edu.

Graduate students, including those who are classified or conditionally classified, and credential seeking students, should request a leave of absence or educational leave from the university if they will not be attending HSU each semester. The request should be submitted to the Office of Academic Programs & Undergraduate/Graduate Studies, SH 217A.

All students must attend at least one term prior to requesting a leave of absence. A leave of absence maintains continuing student status. This allows students to maintain catalog rights and eligibility to enroll for the term immediately after the expiration of the leave without reapplying to the university. While on leave a student is not considered

enrolled and is not eligible for any services from the university. Students will be apprised of registration information and deadlines for the term they are to return to Humboldt State, via their preferred email address.

Note: Students must keep their HSU preferred email address up-to-date. Humboldt State will be contacting them via email with important registration information after the leave has ended. Please see the following section on "Email Policy."

Email Policy

HSU recognizes email systems as tools for conducting official university business. As such, HSU provides centrally managed email accounts, and students are responsible for checking their HSU email account for official communications. The university may also use other forms of communication, such as registered mail.

Each student user is entitled to one mailbox. Email account holders are responsible for safeguarding access to their campus email when using any computing device and following campus acceptable use policy on campus computer usage and safety guidelines. For additional information, see Email Policy at: policy.humboldt.edu/search/site/email

Setting automatic forwarding of an official HSU email address to another address is discouraged. Having email lost as a result of forwarding does not absolve the account holder from responsibilities associated with communication sent to their official email address. The university is not responsible for the handling of email by outside vendors or unofficial servers.

Enrollment Limitations

The CSU may impose unit limitations on a term-by-term basis. Check with the Office of the Registrar's website for the most up-to-date information.

Due to their academic standing, some students are limited to enrolling in no more than 12 units. Advisors cannot change units for these students. These students should contact the Office of the Registrar, SBS 133, for information on their unit limit.

Full-Time Status

A normal course load is 15 units for undergraduates to ensure timely progress towards the bachelor's degree. Undergraduates taking twelve or more semester units, graduate students taking nine or more semester units, or post-baccalaureate students taking twelve or more semester units are enrolled full-time for student verification purposes.

Grade Processing

Grades for fall semester are available in January; spring grades are available the end of May; summer grades are available in mid-August. Grades are not sent by mail or email.

Grading Symbols

(See Grade Point System chart for specific grade point values.)

A — Outstanding achievement

B — Very good, commendable achievement

C — Satisfactory achievement

D — Minimum performance

F — Failure without credit

AU — Audit grade does not earn academic or degree credit. This grade refers to the student's status as an auditor. See "Auditing a Course" under Academic Regulations in this catalog for further details.

CR, Credit — satisfactory achievement of course requirements. Does not affect GPA calculation.

I, Incomplete — indicates that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons, and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine, from the instructor, the remaining course requirements which must be satisfied to remove the Incomplete. The instructor of the course will complete an Authorized Incomplete form, available online via the Faculty/Student Center. The date by which the course is to be completed will be stated; however, no more than one year from the time the class ended will be allowed to complete the requirements (except due to special circumstances as approved by instructor and submission of a Petition of the Student). Either the instructor will change the Incomplete to an appropriate grade or it will administratively be changed to either a letter grade of F (Failure), or other grade as indicated by the instructor, and will be included in the student's grade point average or to a grade of NC (No Credit) depending on the grade mode of the course.

NC, No Credit indicates unsatisfactory achievement of course requirements. This grade is not used in grade point calculation, however, some universities and many graduate and professional schools interpret an NC grade as F.

RD, Report Delayed is assigned by the Registrar and indicates that due to circumstances beyond the control of the student,

a grade has not been reported to the Office of the Registrar.

RP, Report in Progress is used in conjunction with thesis project and other courses where work assigned extends beyond one academic term. The RP indicates that work is in progress but that assignment of a final grade must await completion of additional work. RP is not included in the student's grade point average. Work is to be completed in one year except for master's thesis courses. Master's thesis courses with an RP grade must be completed within seven years from the end of the term in which it was assigned. If an undergraduate student does not complete the coursework within one year, the RP grade will be administratively changed to a grade of F (Failure) and will be included in the student's grade point average or to a grade of NC (No Credit) depending on the grade mode of the course. If a graduate student does not complete the coursework within seven years, the RP grade will be administratively changed to a grade of F (Failure) and will be included in the student's grade point average or to a grade of NC (No Credit) depending on the grade mode of the course.

W, Withdrawal — an authorized drop of the class within the allowed deadline. The symbol W indicates the student was permitted to drop the course after the second week of instruction with the approval of the instructor and department chair. It carries no connotation of quality of student performance and is not used in calculating grade point average.

Note: If a student withdraws completely from Humboldt, an instructor has the right to override a W with an F or NC, depending on the grade mode of the course. Effective fall 2009, students will only be permitted to withdraw from 18 semester units after the fourth week of instruction for a serious and compelling reason.

WU, Withdrawal Unauthorized indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments and/or course activities were insufficient to make normal evaluation of the academic performance possible. For purposes of grade point average this symbol is equivalent to an F and is included in grade point average.

The # symbol following a grade indicates courses that do not earn academic or degree credit.

Grade Point System

| Grade | Grade Points | Included in GPA |
|-------|--------------|-----------------|
| A | 4.0 | Yes |
| A- | 3.7 | Yes |
| B+ | 3.3 | Yes |
| B | 3.0 | Yes |
| B- | 2.7 | Yes |
| C+ | 2.3 | Yes |
| C | 2.0 | Yes |
| C- | 1.7 | Yes |
| D+ | 1.3 | Yes |
| D | 1.0 | Yes |
| F | 0.0 | Yes |
| AU | 0.0 | No |
| CR | 0.0 | No |
| I | 0.0 | No |
| NC | 0.0 | No |
| RD | 0.0 | No |
| RP | 0.0 | No* |
| W | 0.0 | No |
| WU | 0.0 | Yes |

* Report in Progress in undergraduate level courses change to "F/NC" if not completed within one year.

* Report in Progress in master's theses courses change to "F/NC" if not completed within seven years.

Grade Appeals

see "Grievance Procedure, Student" on page 307.

Graduate Credit

No grade below B- counts as a passing grade when meeting requirements for the master's degree. In fact, some programs require students to repeat work for which they receive a grade below B. Check with the graduate coordinator for more information.

Graduate Credit for Undergraduates

Undergraduate students may earn graduate credit by petition under the following circumstances:

- Only courses taken in the final semester of the senior year are applicable;
- No more than six units remain to complete requirements for the bachelor's degree;
- Cumulative GPA is 2.5 or higher;
- Applicable courses are upper division or graduate level and, if being used for graduate credit, are not also being used for undergraduate credit;

- Application for graduation (degree check) is on file with the Registrar;
- No more than nine units taken as an undergraduate may be applied to the master's degree;
- Students must complete the Petition for Graduate Credit (To be Earned in Final Semester of Senior Year) form available on Graduate Studies website.

Graduation, Applying for

The university does not automatically grant academic degrees upon completion of degree requirements. Students pursuing a bachelor's degree may apply for graduation any time after they have reached junior standing (earned 60 units), and it is strongly recommended they apply at least three semesters before they expect to complete all degree requirements. For most students this will be early in their junior year. If a student has not applied to graduate by the time they have reached senior standing (earned 90+ units) a hold will be placed on future registration until the application is received. It is recommended that students pursuing master's degrees apply for graduation at least one semester before finishing all degree requirements. Applying on time ensures that students receive their degree checks in time for adequate planning and advising for the final semester(s) of enrollment. Application deadlines are published on the Office of the Registrar's website. After the deadline a \$10 late fee will be assessed.

Undergraduate students apply for graduation via Student Center. Forms for graduate students are available from the Office of Academic Programs & Undergraduate/Graduate Studies. Graduation processing fees are posted to the students account.

Applying for graduation initiates the degree evaluation process, participation in commencement, diploma ordering and commencement booklet publication. An official degree check is prepared by the Office of the Registrar. The degree check summarizes how degree requirements have been satisfied and lists remaining requirements for graduation. The degree check is emailed to the student and their academic advisor. Students are encouraged to come to the Office of the Registrar if they have any questions about their degree check or, if they wish, to receive an update on their progress towards their degree objective.

Students are not eligible to register for the term following the expected graduation date without first reapplying to the university as a post-baccalaureate student or deferring the expected date of graduation.

After semester grades are processed, degree checks are reviewed for all candidates for graduation for that term. If all degree requirements are satisfied, the degree is posted to the student's academic record and a diploma is sent shortly thereafter. If any requirements remain unsatisfied, an email outlining the deficiency is sent to the student. Should the student need to postpone graduation after the expected date of graduation has passed, a reapplication fee is required.

Graduation with Distinction

Master's candidates awarded the Patricia O. McConkey Award in their program will graduate with distinction. Students who participate in commencement, but who have not completed their culminating experience requirement may be nominated for the award the following semester.

Graduation with Honors

Humboldt State University awards honors to undergraduate students at the time of graduation, based on the following criteria:

- Completion of 30 units in letter-graded coursework in residence at Humboldt State
- A minimum GPA of 3.50 on all work taken at Humboldt State
- An overall minimum GPA of 3.50 on all work attempted

The overall grade point average (including both transfer and Humboldt State coursework) determines which honors the student receives at graduation:

- Summa Cum Laude 3.85 to 4.00
- Magna Cum Laude 3.70 to 3.84
- Cum Laude 3.50 to 3.69

Honors are printed on the diploma and on official HSU transcripts.

Honors for second-baccalaureate degree candidates. When computing grade point averages for honors purposes, **all** undergraduate units from HSU and transfer colleges will be considered, plus the HSU post-baccalaureate units.

Master's degree candidates are not awarded honors. See "Graduation with Distinction."

Half-Semester or Less Courses

To allow for flexibility in scheduling, departments may offer courses at various times during the semester on a ten-week, seven-week, five-week, and weekend workshop format. For purposes of adding and dropping, courses must be added and/or dropped by the deadlines listed in the Activities & Deadlines calendar.

Holds

Holds can prevent registration, adding and dropping classes, obtaining grades, or graduating. It is recommended that students check their Student Center at humboldt.edu at least five days prior to their registration starting time in order to have time to clear any holds that may prevent registration. To view any possible holds, log in to the campus portal at humboldt.edu/myhumboldt. Once logged in, click on Student Center. The Holds section is in the upper right-hand corner of your screen.

Holds are placed on a student's account for various reasons, including money due to the university, library fines, outstanding/dishonored checks, lost key charges, immunization requirements not being met, admission requirements not being met, and more. Students should contact Student Financial Services, SBS 285, regarding financial obligations. The Student Health Center should be contacted regarding immunization requirements. The Office of the Registrar, SBS 133, should be contacted regarding academic and records-related holds.

HSU Identification

HSU-ID Number. To assist in protecting students from identity theft, Humboldt State University has generated an identification number (HSU-ID) for each student. Students are encouraged to carry their valid HSU-ID card as various areas on campus will require that the HSU-ID card be swiped to obtain access or services. The HSU-ID card can be used only for obtaining services from the university. It cannot be used to establish credit or to identify a student for business purposes outside the university. Therefore, if the card is lost, it does not create the potential for identity theft inherent in using social security numbers (SSNs).

HSU Username. In an effort to consolidate login information and to provide better protection of student information, many components of HSU's system use the student's HSU username (e.g. abc123 or abcd1234) as a login.

ID Card. Students must have a picture taken in order to obtain a student identification card. An ID card is needed to use the library, Student Health & Counseling Center, and various campus services, as well as to pick up financial aid checks, ride the local transit system, and obtain student discounts for campus events. ID pictures are taken at the library circulation desk, Monday through Friday, 9 a.m. - 9 p.m. or by appointment, call 707-826-3431. The cost of the ID card is included in the registration fee the first term of enrollment at Humboldt State. There is a

\$5 fee, payable at Student Financial Services, SBS 285, or the Housing cashier, if the ID card needs to be replaced. If pre-paid, the receipt must be presented to the ID Staff at the library. The library can also issue a bill for the \$5.00 if payment is not made ahead of time. For further information visit the ID Services website at library.humboldt.edu/services/ID/index.html.

Major Changes

Undergraduate students who wish to request a major change must file the appropriate form with the Office of the Registrar, SBS 133. The required signatures must be obtained from the department before the forms are filed. Some departments may have additional requirements.

Graduate students should contact Academic Programs & Undergraduate/Graduate Studies, SH 217A for information on changing their major.

Major Change Policy: Students are not permitted to change majors after they have earned 90 units, unless the new major can be completed in less than 140 total units. Students who choose to change majors and cannot complete the required courses in less than 140 units may submit a request for an exception to the department chair and college dean.

Minor, Declaring

Requests for declaring minors are made by filling out a Minor Declaration/Update form obtained from the Office of the Registrar (SBS 133), or online at forms.humboldt.edu.

Non-Collegiate Instruction (see Admission & Evaluation of Academic Records)

Presidential Scholar

An undergraduate student who completes at least 12 letter graded units with a minimum term grade point average of 3.85 is designated a Presidential Scholar. This designation appears on the student's academic transcript.

Probation (see Academic Standing)

Registration

Students view their enrollment appointment and register for classes online through Student Center. Continuing students generally enroll during November for the spring semester and April for the fall semester. New, transfer, and returning students have the opportunity to register following the first part of orientation, typically in late June to August. Students should refer to their admission letter, the Office of the Registrar's website and/or the Student Center help website for registration information and instructions.

Priority and Scheduling of Registration. Students shall be allowed to register in the following order:

Group 1. Priority Students.

- Category A. Students with disabilities and registered with the Student Disability Resource Center (SDRC) who would not otherwise achieve their academic goals within a reasonable period of time due to an on-going disability.
- Category B. Students who participate in intercollegiate sports governed by the NCAA.
- Category C. Students who would not otherwise achieve their academic goals within a reasonable period of time because they participate in an ongoing, university-sanctioned activity that significantly benefits the university. (See Procedures, Section A.3. for general eligibility criteria.) The coordinator of the activity must apply to the Academic Policies Committee (APC) on behalf of the students, for possible inclusion in Category C.
- Category D. Rare and extraordinary circumstance - The Provost or Vice President for Student Affairs may grant to an individual student access to priority registration for a rare and extraordinary circumstance on a one-time basis.

Students in Group 1 will be allowed to priority register for a maximum of sixteen (16) semester credits during priority registration. Any additional desired credits may be acquired during non-priority times.

Group 2: Graduate Students

Group 3: Students in the credentialing program

Group 4: All other undergraduate students: Appointment times for this group are assigned by the number of units a student has completed. Appointments are set in descending order so that the students with the greatest number of completed units are first, and the least number of completed units follow.

Group 5: Unclassified graduate students and transitory students (e.g. cross-enrollees and early entrant high school students).

Priority Registration for Student Veterans /Service Members. In accordance with the Assembly Bill 2133 and PL 115-48, California resident veterans, or those serving on active duty or in the National Guard or Reserve attending public colleges and universities are granted priority registration for classes while they are enrolled at Humboldt State University. At Humboldt State student veterans, active duty, and National Guard and Reservists have priority registration for their first term and every fall, spring and summer term until graduation, regardless of the time from separation to enrollment at Humboldt State University. Eligible HSU students must provide proof of service (i.e. a DD-214 or current enlistment contract) to Veterans Enrollment and Transition Services. Priority registration is assigned at the earliest window of the applicable registration period. **Note:** Priority registration for a student's first term is contingent on time of matriculation to HSU, and the orientation and advising session(s) available.

Registration Holds

A hold is placed on a student's registration and schedule adjustment for a financial obligation greater than \$199 and less than 720 days old owed to the university or for other administrative reasons. Students are responsible for resolving any holds placed on their registration.

Repeating Courses

With the exception of "repeatable for credit" courses (identified in the catalog with the designation "Rep"), undergraduate students may only repeat courses if they earned grades lower than a C. Furthermore, undergraduate students may only repeat an individual course twice, for a total of three attempts.

Undergraduate students may repeat up to 16 units with grade forgiveness, and up to an additional 12 with grade averaging. For the first 16 units of repeated courses, only the newer attempt calculates into the student's GPA and each of these attempts counts toward the 16-unit maximum for grade forgiveness. Grade forgiveness will not be allowed for a course for which the original grade was the result of a finding of academic dishonesty. Students may repeat an additional 12 units (beyond the initial 16) with "grades averaged," where both the original and new grade are included in the calculation of the student's GPA. Undergraduate students

may not repeat more than 28 units total of course work. This limit applies only to units completed at Humboldt State University.

Exceptions occur in cases where an academic program on campus specifically designates that a course is repeatable so that the automatic repeat process does not take place. For instance, a course may be set up by the department to be repeatable 4 times. This means that a student may earn credit for the course a maximum of 5 times.

Some courses (e.g. ART 301) have multiple topics. For grade forgiveness to apply, the same topic must be repeated.

Students should submit a petition to the Office of the Registrar, SBS 133, if special circumstances are involved. Repeating a Humboldt State course that was previously taken at another college may require permission from the university department offering an equivalent course (if the equivalency has not been established by an articulation agreement). Additionally, the department chair must sign a Student Petition, if applicable, which is available from the Office of the Registrar. In order to override the Humboldt State automatic repeat policy, the student needs approval of the department chair on a Student Petition.

The grades of I, NC, RP, RD and W are not considered as attempts for grade point average computation. Contact the Office of the Registrar, SBS 133, regarding courses taken prior to fall semester 1996. **Note:** Some universities calculate all attempts of every course and ignore the undergraduate grade point average provided by Humboldt State for post-baccalaureate programs (e.g. graduate level programs, law school, medical schools).

Students who are pursuing a second bachelor's degree, or who are unclassified post-baccalaureate students, are eligible to use the undergraduate repeat policy. Students should submit a petition to the Office of the Registrar, SBS 133.

Graduate students may repeat courses; however, all grades will appear on the permanent record and count in the grade point average. The units earned toward the degree count only once.

Note: A student may not take a course at Humboldt State, repeat it at another college, and then use the repeat policy to remove the Humboldt State course from the grade point average.

Schedule Adjustments

Students may view an updated list of open, cancelled, and closed classes at registrar.humboldt.edu/class-schedule or by going to Humboldt's homepage at humboldt.edu and selecting Class Schedule from the Quick Links drop-down menu. Schedule adjustments may be made by using Student Center.

Adding Courses. During the first two weeks of classes, all adds can be done by the student via Student Center. Instructor approval is not required for students to enroll in open classes during the first week of instruction, except for those that require special approval. Instructor approval is required (with a permission number) for students to enroll in any class during the second week of instruction. A \$20 fee per course is assessed.

Courses cannot be added after the second week of classes (see Academic Deadlines at registrar.humboldt.edu/academic-deadlines). After the second week, approval to add courses will only be considered if verification that the course is necessary for the student to graduate at the end of the current semester is provided. Instructor, department chair, and college dean signatures are required.

When adding courses with lecture, lab and/or activity/discussion links, all courses/sections must be added in Student Center.

Dropping Courses. When dropping a course that requires a lab or activity, both the lecture and the lab/activity must be dropped at the same time.

As a matter of university policy, the instructor in the course may opt to drop a student upon absence from a class lab session within the first week of classes. Ultimately, it is the responsibility of the student to drop the course via the web. (See "Attendance" in the Academic Regulations section of this catalog.)

During the first two weeks of instruction, students may drop a class from their schedule via Student Center. After the first two weeks of classes, permission to withdraw with a documented serious and compelling reason must be approved. A \$20 fee per course is assessed.

Go to humboldt.edu/withdraw to start the process. Students can only withdraw from a maximum of 18 units. Withdrawal from courses for reasons that are catastrophic, such as accident or serious illness, do not count toward the 18-unit limit. A "W" grade is recorded on the academic record and a \$20 fee will be charged per course. The final drop deadline is the end of the tenth week

of classes (see Academic Deadlines at registrar.humboldt.edu/academic-deadlines).

A student is not permitted to withdraw from any classes during the last five weeks of instruction or later except in cases where the cause of withdrawal is due to circumstances clearly beyond the student's control and the assignment of an incomplete grade is not practicable. Approval for requests for course withdrawals during the final five weeks of the semester are seldom granted. Such withdrawals from courses will not count towards the total of 18 permitted semester units of withdrawn courses.

Note: When you drop all of your classes using Student Center (during the first week of instruction), the information is relayed to the Office of the Registrar. You will be withdrawn from the university. The date on which the drop process is completed is the effective date used for official records in the Office of the Registrar, Financial Aid Office, and Student Financial Services. Many students, however, must also complete various exit procedures with offices on campus. We strongly encourage students that are considering withdrawing to visit the Office of the Registrar or the Academic & Career Advising Center, GH 114, for a full discussion of the withdrawal procedure. Following the complete withdrawal procedure ensures that outstanding issues are dealt with in advance of leaving the university.

Students should contact the Office of the Registrar to request permission to withdraw completely from the term.

Second Bachelor's Degree (for post-baccalaureate students only)

All undergraduate units and post-baccalaureate units are counted in computing overall units and grade point average. Candidates should apply for graduation early in order to receive a complete evaluation of their progress toward the second degree.

To earn a second bachelor's degree at Humboldt, a student must complete at least 30 semester units in residence at HSU beyond the requirements of the first degree. Of these units, 24 must be upper division, and at least 12 of the upper division units must be included in the major. Student must have an overall 2.00 grade point average at HSU.

Candidates must fulfill the requirements of the second degree and must satisfy the GWPE and DCG requirements.

Honors for second-baccalaureate degree candidates. When computing grade point averages for honors purposes, all under-

graduate units from HSU and transfer colleges will be considered, plus the HSU post-baccalaureate units.

A student may not concurrently earn two bachelor's degrees; for information on pursuing two majors, please see Double Major:

Second Master's Degree

Preparation equivalent to an undergraduate major in the student's field is prerequisite to earning a second master's degree. The program for the second degree requires a minimum of 30 semester units, 24 of which must be beyond the requirements for the first master's degree and 21 of which must be completed in residence. In addition, students must meet the requirements set by their graduate committee.

Transferring to Another Institution

For specific requirements, students should consult with the institution to which they plan to transfer. Humboldt State is accredited by the WASC Senior College & University Commission and by the State Board of Education. This ensures that institutions accredited by the same (or similar) boards will accept student credits.

Transcripts

Students may request an official copy of their academic record or transcript by filing a transcript request form at the Office of the Registrar. The form can be accessed online, printed from registrar.humboldt.edu, or ordered by mail at the following address:

Office of the Registrar
Transcript Section
Humboldt State University
1 Harpst Street
Arcata CA 95521-8299

Transcript requests may also be faxed to 707-826-6194.

To avoid delays in processing, include:

- Student's current full name and all other prior names used
- Student's HSU-ID number or social security number
- Date of birth
- Beginning/ending dates of attendance
- Whether the current term's grades are to be included (when a transcript is ordered near the end of a term)
- Full address of the agency, college, or individuals to whom transcripts are to be sent (complete mailing addresses are required)

- Student's signature and date (authorizing release of records to the designee)
- The correct fee payment (or pay online)

The current fee is \$4 for the first copy, \$2 for each additional copy prepared at the same time (to a total of ten copies), and \$1 per copy over ten. Students may print unofficial copies of their HSU transcripts from Student Center:

Because of the volume of transcript requests, a delay of up to four weeks may occur after grades have been posted to the academic record. Requests are processed on a first-come, first-served basis.

The Office of the Registrar will accept requests to expedite service, such as preparing and mailing transcripts within 72 hours or preparing special certifications of graduation status prior to issuing a diploma. There are additional fees for expedited services. Requests for special handling will be accepted only if work volume permits. To request expedited service or special handling, call 707-826-4101. For more detailed instructions on how to order and pay for a transcript, please see the instructions on the Official Transcript Request.

Cancellation of Registration or Withdrawal from HSU

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term **are required** to follow the university's official withdrawal procedures. Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available from:

Office of the Registrar,
SBS 133, 707-826-4101.
registrar.humboldt.edu/withdrawal-procedure

Any students who are anticipating the need to withdraw from Humboldt State are encouraged to discuss this with their academic advisor or with staff at the Office of the Registrar, SBS 133, 707-826-4101 or the Academic & Career Advising Center.

To start the withdrawal process, a student should go to the Office of the Registrar. A student who formally withdraws prior to the end of the second week of instruction will have only an appropriate date of withdrawal (no coursework) appear on the academic record for that term.

After the first two weeks of the semester, a request to withdraw with a documented serious and compelling reason must be approved. A date of withdrawal appears on the academic record and all coursework appears with a grade of "W" (withdrawal). A maximum of 18 units can be withdrawn throughout your career at Humboldt State University. See registrar.humboldt.edu/withdrawal-process for more information.

A student is not allowed to withdraw during the last five weeks of instruction or later except in cases where the cause of withdrawal is due to circumstances clearly beyond the student's control and the assignment of an incomplete grade is not practicable. Requests for course withdrawals during the final five weeks of the semester are seldom granted. Such withdrawals will not count towards the total of 18 permitted semester units of withdrawn courses.

Students must notify all course instructors of withdrawal. An instructor has the right to override a "W" grade with a grade of "F" or "NC." For information regarding deadlines for partial refund upon withdrawal consult the Calendar of Activities and Deadlines and Student Financial Services. Graduate students (master's degree seeking) must also contact their graduate department coordinator regarding their withdrawal.

A student who does not plan to return to Humboldt State the next semester may need to request a leave of absence or reapply to the university upon return. For more information please see the "Educational Leave" section of this catalog or contact the Office of the Registrar, 707-826-4101.

Financial Aid. Students who receive financial aid funds **must consult** with Financial Aid prior to withdrawing from the university regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. Students who have received financial aid and withdraw from the institution during the academic term or payment period may need to return or repay some or all of the funds received, which may result in a debt owed to the institution.

Housing. Students who have paid for housing on campus should contact the Office of Housing & Residence Life, 707-826-3451 or housing@humboldt.edu concerning refunds.

Note: Students must check their HSU email address. Humboldt State University will contact students via this email address with important information (see "Email Policy" for more details).

Withdrawal Procedures for Students Mobilized for Active Duty. HSU students who are in the military reserves or the National Guard of the United States who are called to active duty after the beginning of a semester or summer session have two options they may consider in determining their enrollment status with the university. Normal withdrawal procedures should be followed whenever possible. However, if students are unable to complete the necessary paperwork by coming into the Office of the Registrar, SBS 133, or writing a letter of withdrawal, the university shall accept notification from the student or a family member. The Office of the Registrar will verify all notifications.

Students may also contact Veterans Enrollment & Transition Services, 707-826-6272, with questions or for assistance with required paperwork. Withdrawals as a result of a verified call to active duty do not count towards the 18-unit withdrawal limit.

Option 1 — Students may withdraw from all courses:

A student may choose to do a total withdrawal from all classes, and under a CSU policy, receive a full refund of tuition and fees. This option requires that the student withdraw from every course and receive no grade for any course taken during the semester.

To process this total semester withdrawal, undergraduate students must contact the Office of the Registrar, SBS 133, 707-826-4101, or email records@humboldt.edu to complete the necessary paperwork and to start the process for refunds; in addition graduate students should notify the Office of Academic Programs & Undergraduate/ Graduate Studies, Siemens Hall 217A, 707-826-4192.

A student who does not plan to return to HSU the next semester must request a leave of absence. This approved leave of absence will ensure that the student will retain their catalog rights and will allow the student to register for subsequent terms without reapplying for admission.

Option 2 — Students may take a grade of incomplete in courses.

If a substantial part of the semester has been completed by the time the student is called for active military duty, the student may meet with each instructor to determine if the assignment of an incomplete grade is practicable. The conditions for completing course work and receiving a final grade should be agreed to between the student and the instructor by completing an Authorized Incomplete form available from any academic department. If the assignment of an incomplete grade is not practicable, then students should be offered the option of withdrawing from the course.

A student who does not plan to return to HSU the next semester must request a leave of absence. This approved leave of absence will ensure that the student will retain their catalog rights and will allow the student to register for subsequent terms without reapplying for admission.

Definitions and policies for different types of withdrawals:

Drop: Disenrollment from a course during the first two weeks of instruction. Not recorded on the student's transcript.

Withdrawal (W): Disenrollment from a course after the first two weeks of instruction but prior to the last 20 percent of instruction (the beginning of the 13th week of classes in the regular semester). Requires documentation of a "serious and compelling" reason for withdrawing, and must be approved by the faculty member teaching the course and the department chair. If granted, a grade of "W" appears on the student's transcript. EO 1037 limits undergraduate students to a total of 18 units with a grade of "W," effective Fall 2009.

"Serious and compelling" reason for withdrawal: Examples include psychological problems, loss of care for dependents, inappropriate behavior of someone else in the classroom, and serious reversal in the student's financial situation. Documentation must be provided. (Note: reasons such as

doing poorly in a class, taking too many units, being too busy to do the work, not liking the class, not knowing how or when to drop are not considered to be "serious and compelling.") In considering serious and compelling reasons, faculty and department chairs should give careful consideration to a student's extenuating circumstances while also following this rigorous definition of "serious and compelling."

Catastrophic Withdrawal (WC):

Disenrollment from a course or from the campus after first two weeks of instruction due to catastrophic events clearly beyond a student's control, such as severe illness or injury, being called to military service, consequences of the death of a close family member. Formal documentation of the event must be provided, and requests must be approved by the faculty member teaching the course, the department chair, and the appropriate college Dean or designee. If granted, a grade of "WC" appears on the student's transcript. Catastrophic Withdrawals do not count toward the 18-unit limit for withdrawals. This is the only category of disenrollment permitted during the last 20 percent of instruction (the beginning of the 13th week of classes in the regular semester).

| Semester Week | Drop | | Withdrawal for non-catastrophic (serious & compelling reasons) or catastrophic reasons ONLY | | | | | | | | Withdrawal for catastrophic reasons ONLY | | | | |
|---------------|------|---|---|---|---|---|---|---|---|----|--|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | | | | | | | | | | | | | | | |