POLICY HANDBOOK FOR MASTER'S STUDENTS

HUMBOLDT STATE UNIVERSITY

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http://www.humboldt.edu/~gradst

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POLICIES AND PROCEDURES

Introduction

This handbook has been developed as an aid to master's degree students at Humboldt State University. Portions of this handbook have been reproduced from the University catalog, from the faculty handbook, and from numerous policy documents, not all of which are readily available to students and faculty.

While this handbook is intended to make it easier for you to understand and meet all that is required of you to complete your master's degree at Humboldt, it is possible that conflicts may arise over intent, interpretation, or language as it appears in various documents governing graduate education. Where conflicts arise, Title 5 and the University catalog will supersede this handbook. This handbook reflects the minimum requirements for completion of a master’s degree at Humboldt State University. Specific graduate programs may have additional requirements beyond these minimal requirements.

If at any time in your graduate career you have questions regarding policies, procedures, requirements, formats, or other matters related to your academic program, there are many sources of information available to you beyond this handbook. First, your major professor and committee should be consulted for all program specific issues. The graduate coordinator of your program can be an invaluable source of information for current policies and procedures. The Office for Research and Graduate Studies can assist

you in many matters, especially those related to university-wide standards and requirements.

GRADUATE COUNCIL

The vision of the Graduate Council is that graduate education is an essential component of the mission of Humboldt State University. We foresee increasing philosophical and financial support, furthering advanced studies of the highest quality, and providing an atmosphere of intellectual freedom and inquiry.

The Graduate Council meets one Monday a month during the academic year. It consists of the Dean for Research and Graduate Studies (Chair) and a faculty member (graduate coordinator) from each master's program. One student from each college attends as a representative for all students within the college. Guests are encouraged to attend.

The Council meets to discuss and approve such things as graduate program policy, program review, and the strategic plan for graduate education. There are opportunities to serve on several ad hoc committees; examples include dispersal of student travel funds and a discussion on continuous enrollment.

If interested in being a student representative for Graduate Council, let your graduate coordinator know so that your name can be forwarded to the college dean. The college dean's office will notify the Dean for Research and Graduate Studies.

Appointments are for one year and student representatives must be available to attend every meeting.

PROCEDURES

Admission

Degree programs

Humboldt State University is authorized to offer the Master of Arts, Master of Science, Master of Business Administration, and Master of Fine Arts degrees. Detailed requirements for the following programs are indicated in the university catalog.

Master's Degree Programs:

- Biology, MA
- Business Administration, MBA
- Education, MA
- English, MA
    - International Program in English
    - Literature
    - Teaching of Writing
- Environmental Systems, MS
    - Environmental Resources Engineering
    - Geology
    - Energy, Environment & Society
    - Mathematical Modeling
- Kinesiology, MS
- Natural Resources, MS

Fisheries

Forestry

Planning and Interpretation

Rangeland Resources & Wildland Soils

Wastewater Utilization

Watershed Management

Wildlife

Psychology, MA

Academic Research

School Counseling

School Psychology

Social Science, MA

Social Work, MSW

Sociology, MA

Theater Arts, MA (Theatre Production)

Theater Arts, MFA (Scenography)

Application

A CSU application is required by all students applying to a masters program. A non-refundable application fee of $55.00 is required at the time of application. Applications can only be submitted by the posted deadline specific to individual programs. These deadlines can be located at (http://www.humboldt.edu/~gradst/contacts.html). You must submit official copies of

transcripts from all accredited universities or colleges attended to the Office for Research, Graduate Studies & International Programs Office. The application will not be processed until all official transcripts are received. It is your responsibility to check the status of your transcripts/application; you may do this by visiting our web site at www.humboldt.edu/~gradst ("Prospective Students," "Check Application Status").

Since applicants for post-baccalaureate programs may be limited to the choice of a single campus on each application, redirection to alternate campuses or later change of campus choice will be minimal. To be assured of initial consideration by more than one CSU campus, applicants must submit separate applications (including fees) to each.

Applicant's may not defer or transfer their application to another term.

Applications may be obtained from the web-site at http://www.csumentor.edu Students should contact individual program coordinators and/or department offices for program specific admission requirements.

Change to an option within the program

Students enrolled in the English, Environmental Systems, Natural Resources, and Psychology master's programs may switch to another option within the program by completing the "Application for Changing Graduate Status" form available in the Graduate Studies office, SH 130.

Change to another master's program

Students who want to change from one master's program to another will need to complete the CSU application and pay the $55 application fee. In addition, they will

need to submit the supplemental application materials required by the program for admittance. Students should submit applications before the posted deadlines.

TOEFL requirement

All graduate applicants, regardless of their citizenship, whose preparatory education was principally in a language other than English, must demonstrate competency in English. Graduate applicants are required to have a minimum TOEFEL score of 550 written / 213 computer-based / 80 internet-based. A waiver of the TOEFL may be granted by the Registrar's Office on an individual basis for students who present a minimum grade of B or higher from a California Community College or University general education English composition course, or for applicants who have graduated from an accredited four-year U.S. high school and have completed three years of English college preparation course work with grades of B or higher. Students who have not obtained the above minimum scores may be interested in attending the International English Language Institute (IELI), www.humboldt.edu/~internat/, which is located on the HSU campus. The test results must be no more than two years old.

Minimum requirements for admission

Graduate/post baccalaureate studies requirements are established by Title 5.1.3 of the California Code of Regulations and by University regulations. Specifically, a student must:

- Have completed a 4-year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting

association, or shall have completed equivalent academic preparation as determined by appropriate campus authorities;

- Be in good academic standing at the last college or university attended;
- Have attained a grade point average (GPA) of at least 2.5 (A = 4.0) in the last 60 semester units (90 quarter units) attempted; and
- Satisfactorily meet the professional, personal, scholastic and other standards for graduate study, including qualifying examinations, as appropriate campus authorities prescribe including those that are specific to individual programs.

In unusual circumstances, Humboldt may make exceptions to these criteria. Individual programs have additional requirements, including various qualifying examinations and applications.

Classifications

Students meeting these general admission requirements will be considered for admission in one of the following categories:

- Graduate Conditionally Classified. A student may be admitted if, in the opinion of the appropriate campus authority, s/he can remedy deficiencies by additional preparation.
- Graduate Classified. A student may be fully admitted to a degree program if all professional, personal, scholastic and other standards, including qualifying examinations, prescribed by HSU have been fulfilled.

Financial aid

Placement in a graduate program affects student eligibility for financial aid. Applicants should contact the Financial Aid Office, (707) 826-4321, for clarification of their eligibility.

Graduate student support

In addition to financial aid, other forms of support are available for graduate students. For example, employment as a student assistant, teaching associate, graduate assistant, and research technician or assistant is available in some programs. The programs described are made available by your department; please check with the graduate coordinator or the administrative assistant for each program. Miscellaneous scholarships are available through this office; please visit our web site at http://www.humboldt.edu/~gradst/new_student.html

EO 605

EO 605 allows the university to waive the out-of-state tuition fee for non residents of California. Departments will decide who receives the EO 605 allocation and notify the Research and Graduate Studies office, for appropriate posting to the student's record. *Students must enroll in a minimum of 10 units*.

EO 611

EO 611 allows a waiver of the state university fee if working as a teaching associate or graduate assistant. Students must apply for the Free Application for Federal Student Aid (FAFSA) and request the state university grant (SUG) on this application. Please note that the deadline to file for the FAFSA is March 1.

(http://www.humboldt.edu/~finaid/applying.shtml) *Students given this award must be enrolled in 9 or more units.* Students will receive either the SUG or the EO 611, they cannot receive both unless the SUG is not fully funded, in which case, the EO 611 will be incorporated to make up the difference. Departments must notify the Office for Research and Graduate Studies if they have students working as teaching associates or graduate assistants so that awards can be put in motion. After students register and receive the bill for semester fees, students should contact the Cashier's Office to adjust their fees.

Committee Formation

When a student is admitted to a master's program, an advisor is assigned. The student should meet with the advisor early and frequently to discuss a) degree requirements, b) culminating experience, and c) committee formation, as appropriate.

Requirements for committee composition are program specific, but in most cases adhere to the following guideline. Students will have a minimum of three faculty on their committee. Committee membership will be established by the student in consultation with the major professor who will chair the committee, and approved by the graduate coordinator and the graduate dean at the time of advancement to candidacy. The Advancement to Candidacy Forms are available at the web site http://www.humboldt.edu/~gradst/forms.html. In some programs the student must submit a form to the graduate coordinator to establish committee membership before advancement to candidacy.

With rare exceptions, the Chair is a Humboldt State University tenured or probationary faculty member in the student's primary discipline. In the unusual event that

the major professor is adjunct, at least one committee member will be a Humboldt State University tenured or probationary faculty member in the student's primary discipline. Lecturers or fully retired faculty are not permitted to chair committees, but may volunteer to serve as members. Other committee members generally are Humboldt State University faculty, or adjunct faculty, who hold an earned Ph.D. or other terminal degree, and may be from a discipline secondary to the student's thesis or project. Students and major professors who desire to name other persons to the committee not officially affiliated with the university, or who do not hold an earned Ph.D. or other terminal degree can add them as additional committee members.

Advancement to Candidacy

After completion of at least one semester of graduate work (and normally after completing 15 units), the student must apply for advancement to candidacy. The forms for Advancement to Candidacy, establish committee membership, course requirements, and culminating experience. These forms are available online at: http://www.humboldt.edu/~gradst/forms.html You may also obtain these forms through your department and from the Office for Research and Graduate Studies (SH 130). The student should complete the forms in consultation with the major professor, by reviewing the University Catalog for departmental requirements, and by downloading an unofficial copy of the HSU transcript. Degree requirements are those that are in effect at the time the student was admitted into the Masters program. Check to see that all major requirements are met, all prerequisites for the courses will be, or have been met, that courses will be offered when they are scheduled to be taken, and that course titles are the

same as those listed on the transcript. All changes require the Request for Program Variation or Waiver form. Submit all of the candidacy forms, petitions, and the transcripts to the committee and graduate coordinator for approval and then to the Office for Research and Graduate Studies.

Filling out the Advancement to Candidacy papers

Download a copy of your transcript. Using the transcript and the program requirements listed in the HSU Catalog, list all of the courses that apply toward the program. Do not list courses that do not apply to the master's program, for example, courses taken to meet the requirements of the College Faculty Preparation Program or the GIS credential, or classes taken for personal benefit.

Students may be required by the department to take a series of thesis or project units, but remember; only 6 units can be counted. Do not list any more than 6. Do not list more than 9 units total (for thesis/project, directed study, independent study, and field problems). Some departments may require fewer units to be counted. Check the current HSU catalog to see what they require.

When completing the form, list the courses, units, and grades exactly as they are listed on the transcript. If there are any variations between the course listing and the

transcript, the candidacy papers will be returned to the major professor/committee chair for correction.

Use all codes that apply. More than one code will be needed; use 'R' for all courses taken at HSU, use 'G' for 500-600 course levels, use 'U' for 300-400 courses, etc. For example, thesis units (690) taken in residence would be coded R, G, and I.

Lower division courses, 100-200, cannot be counted toward the degree. Do not list them.

Not less than half the units required for the degree in courses specifically for graduate students, 500-600 level.

No less than 21 semester units must be in residence at HSU.

Courses taken through HSU Extended Education cannot be counted toward resident credit.

A course with a grade of C+ or lower cannot be counted toward the degree and the evaluator will request that the course be taken again in an attempt to raise the grade. If the required number of units is met without the course, and the program doesn't require it, do not list the course.

The candidacy papers will not be processed and will be returned to the department if the grade point average is below 3.0. The papers can be resubmitted at the end of the following semester if the GPA has improved to 3.0, or above.

Use a Program Variation or Waiver form if there is any variations to your advancement to candidacy. http://www.humboldt.edu/~reg/forms.html.

The student will tally and record totals. “D” deficiencies are not counted toward the total units required.

Some graduate courses are offered CR/NC. No more than 1/3 of master’s degree courses may be taken CR/NC. Graduate students can choose optional CR/NC for courses not required by their approved program, but these courses are not listed on the advancement to candidacy document. Students may take only one optional CR/NC course per semester at Humboldt State.

Submit the candidacy papers, downloaded transcript, and all related petitions to the Office for Research and Graduate Studies after obtaining approval and signatures from the major professor/committee chair and committee members.

If there are any discrepancies between the transcript and the Approved Graduate Course List, or if courses required by the program are not listed, or any other problems, the document will be returned to the major professor/committee chair for correction. Problems with the document could create delays that adversely affect the student (graduation). A copy of the document is mailed to the student once the Graduate Dean approves the Advancement to Candidacy papers. If a copy is not received in a reasonable time it is the student’s responsibility to check on the status of the paperwork to determine if there is a problem.

If the evaluator identifies problems with the paperwork, the student will need to refer to their copy of the candidacy papers. For this reason, it is strongly recommended that students retain their copy of the Advancement to Candidacy document and all petitions related to their program and advancement to candidacy.

Graduation

Students will be evaluated and allowed to graduate, and participate in graduation ceremonies, if they have advanced to candidacy, filled out an Application for Graduation and the Exit Survey, and completed their program requirements in good standing (see Academic Standing in the Policies section of this handbook). File for graduation the semester before graduation, or before the end of the second week of classes (final semester). Check the Schedule of Classes for deadlines, at http://www.humboldt.edu/~reg/calendar.html. The application for graduation deadline is scheduled early in the semester to enable the timely printing of the commencement bulletin, please be aware that if you are late in filing your application for graduation there is NO guarantee that your name will be in the bulletin for commencement. The application for graduation is available from Research and Graduate Studies, Siemens Hall Room 130.

Commencement

Students, who plan to graduate in the fall, may participate in spring commencement if they have filed for graduation.

If planning to participate in commencement, you must order your graduation regalia from the HSU Bookstore by March 1. The color of your hood reflects the program that you are graduating from. You should purchase a (graduate) gown, cap, tassel, and hood. The McConkey nominees can buy a gold stole in recognition of their achievements. A card will be included with your graduation package (regalia), BRING

the card with you to the commencement ceremony, completely filled out with your name, the title of the thesis/project, and your major professor's name.

Students who are nominated for the Patricia O. McConkey Award may purchase a gold stole, in addition to the commencement regalia, so that they are recognized as a "Graduate of Distinction."

A list of degree candidates and the title of their culminating experience and committee chairs is sent to the department offices in March. Check the title of your thesis/project for accurateness. The Commencement program goes to press the first week of April and no changes or additions can be made after that.

Obtaining the Degree

The Office for Research and Graduate Studies notifies Enrollment Management that the culminating experience has been approved by the Graduate Dean. Students should be vigilant in reminding faculty to submit Grade Change Forms if they have outstanding grades (incompletes, report in progress (RP), or satisfactory progress (SP) grades). Students can look at an unofficial transcript online to see if they have any grades in progress. An evaluator, in the Registrar's Office, will review the records to make sure that everything is complete and then they will issue the diploma.

Graduate Literacy Requirement

The California State University requires that all students graduating with a master's degree demonstrate competency in writing that is appropriate to their discipline. Each department has developed a method of assuring that students have adequate writing

skills. Specific information on literacy requirements for individual master's degree programs can be found under the "Graduate Writing Requirements" in this handbook.

Patricia O. McConkey Award/Graduation with Distinction

This award recognizes distinguished scholarly achievement at the master's level. Nominations are accepted from all disciplines that require a thesis or project. Students are eligible to compete who have earned a master's degree within the period of July 1 through June 30, of the year of graduation and who's culminating experience is a thesis or project.

Each nomination requires a letter from the major professor or committee chair, and a letter from an additional faculty member. The nomination letters must include information on the significance of the thesis or project, the contribution of the thesis/project to the program, and the impact of the thesis/project on the knowledge base of the discipline.

The nominees will submit a non-technical summary (1000-1500 words) describing the research and its significance for a general academic audience of non-specialists. The table of contents for the nominated thesis will be included.

The nomination letters, the student summary, and the table of contents for the thesis, are submitted to the Graduate Coordinator of the program by the published deadlines. There are two nomination periods; fall nominations have a deadline of November 29, and spring deadline is February 28.

The Graduate Coordinator will review the submitted material submitted for the fall and spring nominations and according to departmental selection procedures, will

forward one thesis and/or one project (per the number of degree program “options”) to the Graduate Council Selection Committee.

Students, whose names are submitted to the Graduate Council Selection Committee, will “Graduate with Distinction”. This title will appear on official HSU transcripts. The nominated students are allowed to purchase a gold stole for commencement that identifies them as graduating with distinction. The nominees will be invited to attend the HSU “Students Who Make a Difference” ceremony in the spring. The winners of the outstanding thesis/outstanding project will receive a certificate of award and recognition at commencement. The outstanding thesis will be sent to the Western Association of Graduate School’s (WAGS) competition, “WAGS/UMI Distinguished Master’s Thesis Award.” If selected, the nominee will receive a monetary prize and can attend the annual conference in the spring. The recipient and their committee chair will receive travel expenses from WAGS to attend.

POLICIES

Academic Standing

Good Standing

Students in master's degree programs must maintain an overall GPA of 3.0 in all courses taken to satisfy the requirements for the degree as outlined in the HSU Catalog. The advancement to candidacy contract must reflect these requirements. Students must be in good standing in order to graduate.

Probation

A master's candidate may be placed on probation for failure to maintain a minimum 3.0 GPA either overall or in the courses taken to satisfy the degree requirements. Specific requirements above this minimum may vary by program. Failure to maintain a 3.0 GPA for one semester will result in the candidate being placed on probation. The master's degree program faculty may recommend placing the candidate on probation if the program GPA falls below 3.0. The University will implement the recommendation.

Disqualification

If either the overall or the programmatic GPA remains below a 3.0 for a second semester, the master's candidate will be disqualified. Disqualified students will not be allowed to register without formal readmission to the university. This policy applies to conditionally classified and fully classified graduate students.

Master's candidates may be placed on academic probation, and subsequently disqualified for failure to make adequate progress in the program, and for failure to maintain satisfactory performance in specified requirements beyond the credit-bearing graded course work. For example, a program may require a number of performances or exhibitions, which must be evaluated by the program faculty or the student's committee. Based upon evaluation of these extraordinary requirements, if a student is found to have performed less than satisfactorily, the graduate coordinator, upon the recommendation of the faculty, would normally write a letter to the graduate dean recommending academic probation. If upon subsequent evaluation, the student has not shown sufficient improvement, the faculty may recommend disqualification.

Readmission

Disqualified graduate students may not register without formal readmission to the university. Students will be considered for readmission through the normal application process (a CSU application, the application fee and approval from the department). After readmission, students must maintain a 3.0 GPA.

Reinstatement

If there are extenuating circumstances, such as extended medical complications, disqualified students may apply for reinstatement by writing a letter to the major professor and the graduate coordinator, with a copy going to the graduate dean. The faculty of the program, the graduate coordinator and the graduate dean will review the request for reinstatement.

Reinstated students must improve the GPA to acceptable levels to return to good standing. If the first term after reinstatement (and subsequent) GPA is 3.0 or better, but the overall cumulative GPA is still below 3.0, the student remains with a status of "reinstated." If the first term after reinstatement GPA is below 3.0, the student is disqualified. Good standing is achieved when the term and cumulative GPA are both improved to 3.0 or better. Students must achieve "good standing" to be eligible to graduate.

Grades

Grading standards are more demanding at the graduate level than at the undergraduate level. While some programs have even more strict standards, the University standard requires master's candidates to maintain a grade point average of B (3.0) or better in all courses required for the degree program.

Grades at the graduate level should be interpreted as follows:

A	Outstanding achievement
B	Very good, commendable achievement
C	Minimum performance acceptable (but check with graduate coordinator in your discipline for minimum performance standards)
C-, D	Failure with credit only for purposes of financial aid eligibility
F	Failure without credit
CR/NC	For graduate courses, a CR is equivalent to a B- or higher grade, a NC is equivalent to a C+ or lower grade. Graduate students can only choose the CR/NC option for courses not required by their approved program,

or receive CR/NC grades in courses for their program that have a mandatory grade mode of CR/NC. No more than 1/3 of master's degrees courses may be taken CR/NC. Students may take only one optional CR/NC course per semester at Humboldt State.

RP Report In Progress is assigned for thesis, project, or other course work that continues beyond one semester and the student is progressing satisfactorily. The instructor awards an appropriate grade when the student completes the work. The grade of RP is not included in the student's GPA. Graduate level courses in which an RP is given must be completed within seven years from the end of the semester in which the course enrollment occurred. Failure to complete within seven years will result in conversion of the RP to an F or an NC (for mandatory credit /no credit courses).

Grades of AU (audit), I (incomplete), U (unauthorized incomplete), RD (report delayed), and W (withdrawal) are interpreted the same for graduate students as for undergraduate students. (Please see the University catalog for details.)

English 328 is a pre-requisite for English 618. Students can receive a C- in English 328 and it won't count against the GPA, because (1) it is an undergraduate course, (2) English 328 is not a requirement for the degree and doesn't need to be listed on the Advancement to Candidacy Course List.

Full-time Status

Graduate students taking 9 or more semester units (at any level including graduate or undergraduate) are considered enrolled full time for verification purposes. For fee payments, a student enrolled in 0-6 units is considered half time, and enrolled for 6.1 + units is considered full time.

Academic Requirements

Each master's degree program has individual requirements that are articulated in the University catalog. The following are general requirements for the master's degree programs.

1. Students must complete a specified program of study.
2. MA, MS, MBA students must complete a minimum of 30 semester units, MFA students 60 semester units, of approved graduate study within a maximum of seven years. An extension of time beyond this limit may be granted if circumstances warrant. Students must complete:
    - No less than 21 semester units at HSU (residency requirement) for the MA, MS, and MBA and 42 units for the MFA unless exception is made
    - Not less than one-half of the units required for the degree in courses specifically for graduate students (500 and 600 level);
    - No more than 6 units for thesis or project (690 courses) for the MA, MS, and MBA or 12 units for the MFA.

- A maximum of 9 units total of thesis or project plus directed study (699 courses), field problems (695 courses), independent study (699 courses), for the MA, MS, and MBA, or 16 units for the MFA.
- No more than 9 units of extended education and 9 transfer units can apply, and 30 units for the MFA.

3. Master's candidates must satisfactorily complete a thesis, project, or comprehensive examination as defined in Part II of this handbook, and regulations from Title V.
4. Master's candidates must maintain an overall GPA of 3.0 (B) or better, in all courses taken to satisfy the requirements of the degree, with the exception that a course in which no letter grade is assigned shall not be used in computing the GPA.
5. Master’s candidates must file a Graduate Student Application for Graduation and the Exit Survey, the semester before graduation, or by the end of the second week of classes (final semester). The application for graduation and the survey can only be obtained from the Office for Research & Graduate Studies, Siemens Hall Room 130. Please refer to the Schedule of Classes for deadline dates. This deadline is published at http://www.humboldt.edu/~reg/webreg.html.

Graduate Writing Requirement

The California State University under Executive Order 665, requires that graduate students demonstrate competency in writing. In order to comply with the Executive

Order, the graduate council approved using one of the following methods to ensure writing competency for graduate students:

1. A designated course that contains a significant writing component (at least 30% of the course grade).
2. A 50th percentile score or better on a verbal component of a standardized entrance exam (GRE or GMAT).
3. A thesis/project proposal approved prior to advancement to candidacy.
4. Approved thesis/project manuscript.

Each program meets compliance in the following manner:

Biology: Thesis proposal

Business: MBA 692 with a grade of B or better

Education: Approved thesis/project

English: MA in English with a literature emphasis – ENG 536, ENG 546, ENG 560 or ENG 562 with a grade of B or Better

English: MA in English with a teaching of writing emphasis – ENG 615 with a grade of B or better

Environmental Systems: Approved thesis/project

Kinesiology: Approved thesis/project

Natural Resources: Approved thesis/project

Psychology: Thesis/project proposal

Social Science: Approved thesis/project

Social Work: Comprehensive exam

Sociology: Approved thesis/project

Theatre Arts: TFD 585. Research paper component with a grade of B or better.

If a different culminating experience is approved by program faculty, for example, a comprehensive examination or a project that does not have a significant writing component, it will be up to the faculty to determine what other mechanism will be used to demonstrate the student's competency in writing.

Leave of Absence

A student may request an educational leave from the university in order to pursue other educationally related activities or to clarify his/her educational goals, if they have attended at least one semester. The student must submit a request to go on educational leave by the published deadline (in the Schedule of Classes) for that term. A student may also request a leave for extraordinary personal circumstances (e.g., serious illness, financial difficulty). The major professor, the committee members, the graduate coordinator and the graduate dean must sign the request.

An educational leave of absence is normally granted for one semester, or for one academic year. The leave request may be extended for an additional semester or academic year. Educational leave petitions for graduate students are available in the Office for Research and Graduate Studies and on-line at http://www.humboldt.edu/~gradst. A request for an extension (no more than one additional year) must be justified and supported (when possible) with appropriate documentation. A student is not permitted to be on leave of absence for more than a total of two years while working toward a master's degree, unless enrolled in the English

Department's Master's International Program. Leaves of absence cannot be used to extend the seven-year time limit. After the expiration of the leave (and any extension) has been granted, the student is expected to enroll in the next regular semester (excluding summer). If the student does not enroll for the next semester, they become an inactive student and will need to reapply for admission to the University and the program before enrolling in a subsequent semester.

An educational leave is not granted to students who are continuing to use laboratory and field facilities, library and computer resources, and faculty supervision.

Under no circumstances will students on a leave of absence be allowed to use HSU laboratory and field facilities, library and computer resources, and faculty supervision.

A student cannot graduate or submit their culminating experience during the period of time they are on a leave of absence. If your leave of absence was to complete your culminating experience for final submission to your committee for approval you will need to be enrolled. Some disciplines will allow enrollment through Extended Education, please check with your department.

Continuous Enrollment

Students admitted to master's degree programs are required to enroll in a minimum of one unit per term for at least two terms per academic year (fall, spring, summer) until their degree requirements are met. Master's degree students who do not maintain continuous enrollment (enrolled for at least two terms each academic year), and who have not been granted a leave of absence are required to reapply for admission to the

university and to the graduate program. Thus, students will be subject to any new admission or degree requirements that have been approved since their first admission to the program. The seven-year time limit will continue to apply to all course work on the Approved Graduate Course List (page 2, Advancement to Candidacy).

Graduate Student Completion Plan

After students have completed all of their required coursework, including thesis/project units, the major advisor and the student will formally agree to a plan that specifies a timeline and an enrollment strategy.

Students are advised early in their program regarding procedures for program completion, if the thesis/project is not completed concurrently with coursework. This especially applies to those programs where data collection and analysis continues over several years.

Individual graduate programs can use a combination of the two enrollment strategies detailed below. These enrollment option are available after a student has completed all course requirements (normally a 2-year period) and has been advanced to candidacy and filed for graduation. The plan must be approved by the Graduate Coordinator. A Graduate Student Completion Plan will be required for all new students entering in fall 2007. Continuing graduate students will come under the new fee structure for Extended Education in fall 2009, regardless of program entry date.

Two enrollment options can be used to determine the best completion strategy:

1. Extended Education Enrollment (Continuous Enrollment)

Master's students can enroll in Extended Education. They may register for one unit of 693 through the Office of Extended Education. Enrollment in 693 allows a graduate student to maintain their status in the master's degree program. Extended education enrollment allows a graduate student to make use of some campus resources such as computer labs.

The fee for this enrollment option is $300 per semester.

2. Matriculated Enrollment (Enrollment in fall, spring, or summer semesters as a regularly enrolled student)

Students who have substantial work to do to complete their project/thesis will register as a regularly enrolled student. The number of units registered for would be estimated based on the amount of work required and the extent of faculty involvement.

Seven-Year Limit

All master's students enrolled in Master of Arts, Master of Fine Arts, Master of Science, Master of Social Work, or Master of Business Administration programs in the CSU are required to complete their degree within seven years. The seven years is calculated by reviewing the oldest course listed on the Approved Graduate Course List (page 2, Advancement to Candidacy), e.g., if the oldest course is fall 1998, the seven year limit would be fall 2005.

Students who do not complete within seven years may petition to extend the seven-year limit. The student must first submit an application for graduation and then contact the major professor to arrange a method of determining if the student is still current in the field of study for those courses that are seven years or older.

A Request for Program Variation or Waiver form to extend the 7-year limit must include the reason for the extension, and specify the intended date of graduation. The major professor, committee members, graduate coordinator, and graduate dean sign the petition. The form, Documentation of Examination for Currency for Extension of the Seven-Year Limit, is submitted for each course (that is seven years or older) and accompanies the Request for Program Variation or Waiver form (to extend the 7-year limit). A complete record of how currency for the course was determined (questions, the student's answers, and a signed evaluation) must be filed in the program office for a minimum of five years after the student has completed the degree. Forms for completing this process can be obtained from the graduate office or from online at http://www.humboldt.edu/~gradst/forms.html.

Second Master's Degree

A second master's degree requires preparation equivalent to an undergraduate major in the student's field. The program for the second degree requires a minimum of 30 semester units, with a minimum of 24 units beyond the requirements of the first master's degree, and at least 21 of these units completed in residence. In addition, the student must meet the requirements set by his/her graduate committee.

Plagiarism

Academic honesty is of serious concern at Humboldt. Students are expected to maintain high standards of academic integrity. When a student is charged with academic dishonesty, the consequences can be severe. The instructor may assign a grade of "F" or

"0" (zero) on the examination or project. The faculty member may also file charges of cheating or plagiarism with the Office of the Vice President for Student Affairs under the student disciplinary procedures.

Academic dishonesty is the willful and intentional fraud and deception for the purpose of improving a grade or obtaining course credit, and includes student behavior intended to gain unearned academic advantages by fraudulent and/or deceptive means.

Plagiarism has many forms. Submitting work completed by someone else as your own is the most readily recognized form of plagiarism. Failure to give proper credit for ideas of another author by failing to use quotation marks is another form. It may also include failure to obtain permission from the author for more extensive use of quotations, figures, text, or other published and unpublished work.

Students should be aware that while some aspects of plagiarism and/or academic dishonesty are subject to academic disciplinary action, some are also subject to legal action and financial compensation to the authors who have been plagiarized. Fair use and copyright infringement are outlined in Part II of this handbook.

Use of Animals in Research

Use of animals in research and for other educational purposes is strictly regulated by institutional, state and federal regulations. If you intend to use animals as part of your master's degree program, you should become familiar with the appropriate policies and procedures. The Institutional Animal Care and Use Committee (IACUC), monitors the care and use of animals at HSU. The Dean of Natural Resources and Sciences maintains and implements these policies and procedures. Approval to use animals in research must

be obtained before beginning research and filing for candidacy. The protocol and forms are available on line at http://humboldt.edu/~gradst.

What activities require IACUC approval?

Any use of live vertebrate animals for the purpose of research, teaching, or biological testing projects conducted by anyone affiliated with Humboldt State University faculty, staff, students, or their associates, regardless of the source of funding or the site at which the work is actually conducted requires IACUC approval.

When work is conducted off-site (anywhere other than at IACUC-inspected facilities), the IACUC may accept an approval statement from another IACUC.

If working with tissues obtained from once live animals, the IACUC protocol will be used to explain the source of the tissues, the methods of collection, and the intent of the collectors.

Contact Dr. Rick Brown (707) 826-3320, rnb2@humboldt.edu) if uncertain whether the work requires IACUC approval. However, it is strongly recommended that anyone questioning a need for approval should file a protocol. While this sometimes creates additional work, it generally saves time and effort in the long run. Refer to the IACUC web site, www.humboldt.edu/~iacuc for more general information about animal welfare-related responsibilities, or for copies of the protocol and routing slip.

Use of Human Subjects in Research

The protection of human subjects used in research is of primary concern to society and has become the subject of extensive regulatory procedures. If faculty, staff, students, or their associates plan to conduct research on human subjects, or request that a

questionnaire be completed, conduct interviews, or any other kind of interaction with students or members of the general population in order to obtain information about them, or to use existing data such as educational records, medical records, or clinical records, the project must be approved by the institutional review board (IRB). Approval must be obtained before starting the research and before filing for advancement to candidacy. The Dean for Research and Graduate Studies is responsible for maintaining and administering these regulations. The student's major professor, or the Chair of the IRB, can provide assistance with difficult ethical questions as well as implementation of specific regulations. The approval number must be listed on the advancement to candidacy forms. The protocol and forms are available on line at http://www.humboldt.edu/~gradst/Human_Subjects_Form_Page.html.

Human Subjects Tutorial

It is mandated that all human subject researchers must obtain a certificate of completion by taking the Human Subjects Tutorial at ; http://learn.humboldt.edu/course/view.php?id=3827. The certificate is submitted along with the research proposal to the IRB, SH 130. The certificate is valid for five years.