

THE MASTER'S DEGREE

Degree Programs

Humboldt State University is authorized to offer the following programs. Detailed requirements for each program appear in the next section of this catalog.

Master of Arts degree with majors in:

- Education
- English
- Psychology
- Social Science: Environment & Community
- Sociology

Master of Science degree with majors in:

- Biology
- Environmental Systems
- Kinesiology
- Natural Resources

Master of Business Administration degree

Master of Social Work degree

General Admission Requirements

The minimum requirements for admission to graduate and post-baccalaureate studies at a CSU campus are in accordance with individual university regulations as well as Title 5, Chapter 1, Subchapter 3 of the California Code of Regulations.

The minimum admission requirements are:

1. Have completed a four-year college course of study with a baccalaureate degree from an institution accredited by a regional accrediting association, or equivalent academic preparation as determined by appropriate campus authorities;
2. Good academic standing at the last college or university attended;
3. One of the following:
 - A grade point average (GPA) of at least 2.5 in an acceptable earned baccalaureate degree, or
 - A GPA of at least 2.5 in the last 60 semester (90 quarter) units attempted, or
 - Post-baccalaureate degree earned at an institution accredited by a regional accrediting association.
4. English language proficiency:
 - Regardless of their citizenship, all graduate and post-baccalaureate applicants whose native language is

not English and whose preparatory education was principally in a language other than English must demonstrate competence in English. See "English Language Proficiency" on page 30.

5. Other requirements as defined by specific programs. For example, some programs require a higher GPA for admission.

Application Process

To apply for admission to Humboldt State University, please visit CSU Mentor at www.csumentor.edu. CSU Mentor is available 24 hours, 7 days a week. Your completed admission application will be forwarded automatically to HSU. Applicants who completed undergraduate degree requirements and graduated the preceding term are also required to complete and submit an application and the \$55 nonrefundable application fee.

If you are not able to use the CSU web-based application, you may obtain an application by downloading a PDF file from the CSU Mentor website. Instructions on how to download a PDF application and where to send it are provided at www.csumentor.edu. You may submit the completed PDF application to the admissions office at the campus(es) where you want to apply.

Apply to Humboldt State University as early as possible. Fall applications are accepted beginning October 1; spring applications beginning August 1.

Deadlines for submitting graduate applications vary by program. Check with the Office of Admissions-Graduate, 707-826-6250, or the individual program office. While some admission categories remain open later than others, no applications will be accepted later than one month prior to the beginning of the term.

In addition to a CSU graduate application and all college transcripts (official), applicants are required to submit the materials listed under General Admission Requirements to complete their application. Please check with the individual departments for any additional requirements.

Classification. Applicants who meet the minimum requirements for graduate and post-baccalaureate studies may be admitted in one of the following categories:

- **Conditionally Classified.** This classification applies to students who have admis-

sion deficiencies that require additional preparation.

- **Classified.** This classification applies to students who have met all admission requirements. Attainment of this classification is required before advancement to candidacy
- **Post-Baccalaureate Classified.** This classification applies to enrollment in certification programs.

[These and other CSU admissions requirements are subject to change as policies are revised and laws are amended. The CSU website, www.calstate.edu, and the CSU admissions portal, www.csumentor.edu, are good sources of the most up-to-date information.]

Graduate Financial Aid

Placement in one or another of the post-baccalaureate admission categories has an effect on student eligibility for financial aid. Contact the Financial Aid Office, 707-826-4321, for clarification of eligibility.

Candidacy

Admission to candidacy is an acknowledgement of a student's potential to complete the requirements for the master's degree. Students must advance to candidacy prior to beginning research.

Candidacy Requirements

- "Classified" standing;
- A GPA of 3.0 or better;
- Completion of 12 to 15 units approved coursework for the masters program;
- Approval of the advisor; committee and graduate coordinator; and
- Approval of any plan to use humans or animals as subjects in research if applicable. (See "Use of Human Subjects in Research" or "Use of Animals in Research" in the *Graduate Student Handbook* for more information.)

Forms are available on the HSU Forms website. Some programs require their students to advance to candidacy within their first year at HSU.

Graduate Degree Requirements

General requirements for the master's degree programs as specified by Title 5 are below. Discipline-specific requirements are

outlined in the program description section of this catalog.

1. Completion of a specified program of study, usually requiring approval from the university department.
2. Completion of a minimum of 30 semester units of approved coursework within a maximum of seven years. (See "Seven-Year Limit"). This standard includes:
 - 21 or more semester units must be completed at Humboldt State University (residency requirement) unless an exception is made;
 - At least half the units must be at the graduate level;
 - No more than six thesis or project units will apply toward the degree with a maximum of nine total units for independent study, field work, and thesis/project courses.
3. B- or better in all courses taken to satisfy the requirements for the degree and maintain a grade point average of 3.0 (B) or better. A higher grade standard than the campus minimum (B-) may be specified by a graduate degree program.
4. Completion of an approved thesis, project, or comprehensive examination, as defined by Title 5:
 - A thesis is the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis is required.
 - A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology and a conclusion or recommendation. An oral defense of the project may be required.
 - A comprehensive examination is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent think-

ing, and demonstrate mastery of the subject matter. The results of the examination evidences independent thinking, appropriate organization, critical analysis and accuracy of documentation. A record of the examination questions and responses shall be maintained in accordance with the records retention policy of The California State University.

5. The California State University, under Executive Order 665, requires that graduate students demonstrate competency in writing. The graduate writing requirements are built into each program.

Academic Probation & Disqualification

Graduate students, including those who are classified or conditionally classified, will be placed on academic probation if their Humboldt grade point average falls below a 3.0 (B grade average). See Academic Regulations, "Academic Standing" on page 37.

Continuous Enrollment

Students admitted to master's degree programs are required to enroll for a minimum of one unit per term for at least two terms per academic year (fall, spring, summer) until their degree requirements are completed. If you have "substantial work" to do to complete your project/thesis you 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.

Master's degree students who do not maintain continuous enrollment (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. If readmitted, they will be subject to any new admission or degree requirements that have been approved since their first admission to the program.

Educational Leave of Absence

An educational leave of absence must be requested if continuous enrollment, as defined above, will be interrupted. At least one term must be completed prior to taking a leave of absence. The maximum duration of a single leave is one academic year; the total duration of combined leaves may not exceed two years. A leave of absence does not extend the seven-year time limit. See Academic Regulations, "Educational Leave [Leave of Absence]" on page 46 for additional information.

Extended Education

Some departments allow master's students to register for one unit of a discipline-specific x693 course through the Office of Extended Education. Enrollment in the discipline-specific x693 course maintains continuous enrollment and status in the master's degree program.

The minimum requirements to be eligible to enroll through Extended Education:

- Advancement to candidacy;
- Completion of all the coursework required for the degree; and
- Submission of an application for graduation.

This policy does not apply to credential candidates.

Additional requirements for registering through extended education vary by program.

Seven-Year Limit

Title 5 Education of the California Administrative Code of Regulations limits the maximum time for completing a master's degree program to seven years. The seven years is calculated from the time of completion of the oldest course listed on the Approved Graduate Course List. An extension may be granted if warranted by individual circumstances and if the outdated coursework is validated by examination. See the *Graduate Student Handbook* for additional information.

Graduation

Advancement to candidacy documents must be approved by Graduate Studies before the application for graduation is filed.

The graduate student application for graduation should be filed at least one semester before finishing all degree requirements. Forms are available online on the HSU Forms website. A current schedule of classes has appropriate deadlines.