

ACADEMIC REGULATIONS

Academic Honesty / Dishonesty

Academic honesty is of serious concern at Humboldt. It is integral to all six principles for building a successful campus community (see Rights & Responsibilities), especially to the maintenance of a “just” and “disciplined” campus. Students are expected to maintain high standards of academic integrity.

Academic dishonesty is willful and intentional fraud and deception to improve a grade or obtain course credit. It includes all student behavior intended to gain unearned academic advantage by fraudulent and/or deceptive means.

Cheating is defined as obtaining or attempting to obtain, or aiding another in obtaining or attempting to obtain, credit for work or any improvement in evaluation of performance by any dishonest or deceptive means. Cheating includes, but is not limited to:

Taking Information

- a) Copying graded homework assignments from another student.
- b) Working together on a take-home test or homework when specifically prohibited by the instructor.
- c) Looking at another student's paper during an examination.
- d) Looking at text or notes during an examination when specifically prohibited by the instructor.
- e) Accessing another student's computer and using his/her program as one's own.

Providing Information

- a) Giving one's work to another to be copied or used in an oral presentation.
- b) Giving answers to another student during an examination.
- c) After having taken an exam, informing another person in a later section about questions appearing on that exam.
- d) Providing a term paper to another student.
- e) Taking an exam, writing a paper, or creating a computer program or artistic work for another.

Policy on Cheating. At faculty discretion, cheating may result in an F grade on the assignment or examination or in the course. If a student denies the charge of cheating, she/he will be permitted to remain in the class during the formal hearing process (as outlined in CSU Executive Order 628).

The instructor shall contact the student in writing with evidence of the cheating within one week of discovery of the event. The Academic Dishonesty Referral form will also be submitted to the Office of the Vice President for Student Affairs, with copies to the student and to the student's major department. Student's rights shall be ensured through attention to matters of due process, including timeliness of action.

The Coordinator of Student Conduct, Rights & Responsibilities, located in the Office of the Vice President for Student Affairs, shall determine if any further disciplinary action is required. Disciplinary actions might include, but are not limited to: requiring special counseling; loss of membership in organizations; suspension or dismissal from individual programs; or disciplinary probation, suspension, or expulsion from the university and the CSU system.

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the sources. Such actions include, but are not limited to:

- a) Copying homework answers from the text to hand in for a grade.
- b) Failing to give credit for ideas, statements of facts, or conclusions derived by another author. Failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or part thereof.
- c) Submitting a paper purchased from a “research” or term paper service.
- d) Retyping a friend's paper and handing it in as one's own.
- e) Giving a speech or oral presentation written by another and claiming it as one's own work.
- f) Claiming credit for artistic work done by someone else, such as a music composition, photos, a painting, drawing, sculpture, or design.
- g) Presenting another's computer program as one's own.

Policy on Plagiarism. Plagiarism may be considered a form of cheating and, therefore, subject to the same policy as cheating, which requires notification of the Office of the Vice President for Student Affairs and disciplinary action. However, as there may be plagiarism as a result of poor learning or

inattention to format, and there may be no intent to deceive, some instructor discretion is appropriate. Under such circumstances, the instructor may elect to work with the student to correct the problem at an informal level. In any case that any penalty is applied, the student must be informed of the event being penalized and the penalty.

Within one week of discovery of the alleged plagiarism, the instructor will contact the student and describe the event deemed to be dishonest. If this is a first violation by the student, this initial contact may remain at an informal level. In this contact, the student and instructor shall attempt to come to a resolution of the event. The instructor may assign an F or zero on the exam or project or take other action within the structure of the class as deemed appropriate to the student's behavior. A report of this contact and resolution might be filed with the Office of the Vice President for Student Affairs for information-only purposes. Such a report will be witnessed by both the instructor and student. If no resolution can be reached within a week of initial contact, the case could be referred to the Office of the Vice President for Student Affairs using the Academic Dishonesty Referral form.

If the violation is repeated, the instructor will contact the student within one week of discovery, describe the event deemed to be dishonest, and notify the student that the Academic Dishonesty Referral form has been filed with the Office of the Vice President for Student Affairs.

When a case is referred to the Office of the Vice President for Student Affairs, the consequences might be severe. Disciplinary actions might include, but are not limited to: requiring special counseling; loss of membership in organizations; suspension or dismissal from individual programs; or disciplinary probation, suspension, or expulsion from the university and the CSU system.

Other Examples of Academic Dishonesty. Other forms of academic dishonesty include any actions intended to gain academic advantage by fraudulent and/or deceptive means not addressed specifically in the definition of cheating and/or plagiarism. These actions may include, but are not limited to:

- a) Planning with one or more fellow students to commit any form of academic dishonesty together.

- b) Giving a term paper, speech, or project to another student whom one knows will plagiarize it.
- c) Having another student take one's exam or do one's computer program, lab experiment, or artistic work.
- d) Lying to an instructor to increase a grade.
- e) Submitting substantially the same paper or speech for credit in two different courses without prior approval of the instructors involved.
- f) Altering a graded work after it has been returned, then submitting the work for regrading without the instructor's prior approval.
- g) Removing tests from the classroom without the approval of the instructor — or stealing tests.

The policy on these and other forms of academic dishonesty is the same as that described above for cheating.

Student Responsibility. The student has full responsibility for the content and integrity of all academic work submitted. Ignorance of a rule does not constitute a basis for waiving the rule or the consequences of that rule. Students unclear about a specific situation should ask their instructors, who will be happy to explain what is and is not acceptable in their classes.

For further information on the disciplinary process and sanctions, see the Office of the Vice President for Student Affairs, Nelson Hall East 216, or the Dean for Academic Programs & Undergraduate Studies, Siemens Hall 216G.

Code of Conduct and Student Discipline

Students at Humboldt State University assume the responsibility for conducting themselves in a manner compatible with the university's function as an educational institution and in a way which will not impair achievement of the university's educational mission. Inappropriate conduct by students or applicants for admission is subject to discipline as provided in Title 5, California Code of Regulations, section 41301.

41301. Standards for Student Conduct. The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good

citizenship and, when necessary, impose appropriate consequences.

(a) Campus Community Values

Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

(b) Grounds for Student Discipline

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences. The following are the grounds upon which student discipline can be based:

- 1) Dishonesty, including:
 - A. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
 - B. Furnishing false information to a University official, faculty member, or campus office.
 - C. Forgery, alteration, or misuse of a University document, key, or identification instrument.
 - D. Misrepresenting oneself to be an authorized agent of the University or one of its auxiliaries.
- 2) Unauthorized entry into, presence in, use of, or misuse of University property.
- 3) Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
- 4) Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
- 5) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.
- 6) Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
- 7) Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse,

threats, intimidation, harassment, or sexual misconduct.

- 8) Hazing, or conspiracy to haze:

Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.
- 9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
- 10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.
- 11) Theft of property or services from the University community, or misappropriation of University resources.
- 12) Unauthorized destruction, or damage to University property or other property in the University community.
- 13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.
- 14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.

- 15) Misuse of computer facilities or resources, including:
- A. Unauthorized entry into a file, for any purpose.
 - B. Unauthorized transfer of a file.
 - C. Use of another's identification or password.
 - D. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University Community.
 - E. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
 - F. Use of computing facilities and resources to interfere with normal University operations.
 - G. Use of computing facilities and resources in violation of copyright laws.
 - H. Violation of a campus computer use policy.
- 16) Violation of any published University policy, rule, regulation or presidential order.
- 17) Failure to comply with directions of, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
- 18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
- 19) Violation of the Student Conduct Procedures, including:
- A. Falsification, distortion, or misrepresentation of information related to a student discipline matter.
 - B. Disruption or interference with the orderly progress of a student discipline proceeding.
 - C. Initiation of a student discipline proceeding in bad faith.
 - D. Attempting to discourage another from participating in the student discipline matter.
 - E. Attempting to influence the impartiality of any participant in a student discipline matter.
 - F. Verbal or physical harassment or intimidation of any participant in a student discipline matter.

G. Failure to comply with the sanction(s) imposed under a student discipline proceeding.

- 20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

(c) Procedures for Enforcing this Code

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

(d) Application of this Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

(e) Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

As referenced earlier in Section XXI, Student Conduct (15) (G) the penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Title 5, California Code of Regulations, 41302. Disposition of Fees, Campus Emergency, Interim Suspension. The president of the campus may place on probation, suspend, or expel a student for one or more of the causes enumerated in section 41301. No fees or tuition paid by or for such student for the semester or summer session in which he or she is suspended, or additional tuition or fees, shall be refunded. If the student is readmitted before the close

of the semester, quarter, or summer session in which she/he is suspended, no additional tuition or fees shall be required of the student on account of the suspension.

During periods of campus emergency, as determined by the president of the individual campus, the president may, after consultation with the chancellor, place into immediate effect any emergency regulations, procedures, or other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

The president may immediately impose interim suspension in all cases in which there is reasonable cause to believe such immediate suspension is required to protect lives or property and to ensure the maintenance of order. A student so placed on interim suspension shall receive prompt notice of charges and the opportunity for a hearing within 10 days of the imposition of interim suspension. During the interim suspension, the student shall not, without prior written permission of the president or designated representative, enter any campus of the California State University other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

41303. Conduct by Applicants for Admission. Notwithstanding any provision in this chapter to the contrary, admission or readmission may be qualified or denied to any person who, while not enrolled as a student, commits acts which, were he or she enrolled as a student, would be the basis for disciplinary proceedings pursuant to sections 41301 or 41302. Admission or readmission may be qualified or denied to any person who, while a student, commits acts which are subject to disciplinary action pursuant to section 41301 or 41302. Qualified admission or denial of admission in such cases shall be determined under procedures adopted pursuant to section 41301.

41304. Student Disciplinary Procedures for the California State University. The chancellor shall prescribe, and may from time to time revise, a code of student disciplinary procedures for the California State University. Subject to other applicable law, this code shall provide for determinations of fact and sanctions to be applied for conduct which is a ground of discipline under sections 41301 or 41302, and for qualified admission or denial of admission under section 41303; the authority of the campus president in such matters; conduct related determinations on financial aid eligibility

and termination; alternative kinds of proceedings, including proceedings conducted by a hearing officer; time limitations; notice; conduct of hearings, including provisions governing evidence, a record, and review; and such other related matters as may be appropriate. The chancellor shall report to the board actions taken under this section. Humboldt State University does not involve legal counsel in its disciplinary conferences or hearings.

Questions regarding campus procedures and adjudicating complaints against students pursuant to the above-listed violations of section 41301 of Title 5 of the California Code of Regulations can be answered in the Office of the Vice President for Student Affairs, 707-826-3361.

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 and 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 to 59.9 units) below 1.70
- **Juniors** (60 to 89.9 units) below 1.85
- **Seniors** (≥90 units), post-baccalaureate students seeking a second bachelor's degree below 1.95
- **Unclassified post-baccalaureate** graduates below 1.95
- **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 Admissions Office 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 speci-

fied application terms only. Please contact the Admissions Office for more information.

Third DQ: 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 Veterans Certification Officer, SBS 133, 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.

Procedures for graduate student reinstatement or readmission can be found in the section labeled "The Master's Degree."

Add/Drop (see Schedule Adjustments)

Attendance

Humboldt State University expects attendance at every class meeting during the first week of instruction. Students who have been absent from a class or lab session within the first week of instruction, without notifying the instructor before the absence, may be dropped from the course 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 officially dropping the course via the web. 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.)

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 at www.humboldt.edu/registrar/forms.

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 the Calendar of Activities and Deadlines in the *Registration Guide*).

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 www.humboldt.edu/registrar/forms. 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 *Schedule of Classes*. 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: A student changing her/his 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

Graduation ceremonies take place on the Saturday following spring semester final exams. Each college hosts its own ceremony. These are the only ceremonies taking place during the academic year.

Military Service	Minimum Score	Total Credit in Semester Units	Course Distribution			
			GE Assignment and/or Course Equivalency	Units	Elective/Course/Additional GE Credit	Units
Basic Training (other than Marines)	n/a	4	Lifelong Understanding & Integration of Self	3	Elective	1
Basic Training (Marines)	n/a	8	Lifelong Understanding & Integration of Self	3	Elective	5

Advanced Placement Exam	Minimum Score	Total Credit in Semester Units	Course Distribution ⁹			
			GE Assignment and/or Course Equivalency	Units	Elective/Course/Additional GE Credit	Units
Art General	3, 4, or 5	6	Arts	3	Elective	3
Art History	3, 4, or 5	6	Arts	3	Elective	3
Art Studio - 2-D Design	3, 4, or 5	6	Arts (ART 105C)	3	Elective	3
Art Studio - 3-D Design	3, 4, or 5	6	Arts (ART 109)	3	Elective	3
Art Studio - Drawing	3, 4, or 5	6	Arts	3	Elective	3
Biology	3	6	Life Forms with lab (BIOL 104)	3	Elective	3
Biology ¹⁰	4 or 5	6	Life Forms with lab (BIOL 105)	4	Elective	2
Calculus AB ¹	3, 4, or 5	6	Mathematical Concepts & Quantitative Reasoning (MATH 109)	3	Elective	3
Calculus AB Subgrade ¹	3, 4, or 5	6	Mathematical Concepts & Quantitative Reasoning (MATH 109)	3	Elective	3
Calculus BC ¹	3, 4, or 5	6	Mathematical Concepts & Quantitative Reasoning (MATH 109)	3	MATH 110	3
Chemistry ¹⁰	3, 4, or 5	6	Physical Universe with lab	4	Elective	2
Chinese Language and Culture	3, 4, or 5	6	Humanities	3	Elective	3
Computer Science A ²	3, 4, or 5	6	CS III	4	Elective	2
Computer Science AB ²	3, 4, or 5	6	CS III	4	Elective	2
Economics - Macro ³	3, 4, or 5	6	Economics	3	Elective	3
Economics - Micro ³	3, 4, or 5	6	Economics	3	Elective	3
English Language/Composition ⁴	3, 4, or 5	6	Written Communication (ENGL 100)	3	Elective	3
English Literature/Composition ⁴	3, 4, or 5	6	Written Communication (ENGL 100)	3	Humanities	3
Environmental Science (through SU09) ⁶	3	6	Interdisciplinary Social or Behavioral Science	3	Life Forms with lab or Physical Universe with lab	3
Environmental Science (through SU09) ⁶	4 or 5	6	Interdisciplinary Social or Behavioral Science (EMP 105)	3	Life Forms with lab or Physical Universe with lab	3
Environmental Science (effective F09) ⁶	3, 4, or 5	6	Interdisciplinary Social or Behavioral Science (EMP 105)	3	Physical Universe with lab/ENVS 110	3
French Language	3, 4, or 5	6	Humanities	3	Elective	3
French Literature	3, 4, or 5	6	Humanities	3	Elective	3
Geography - Human	3, 4, or 5	6	Geography (GEOG 105)	3	DCG-N*	3
German Language	3, 4, or 5	6	Humanities	3	Elective	3
Government / Politics Europe	3, 4, or 5	6	Political Science, Government & Legal Institutions	3	Elective	3
Government / Politics U.S. ⁸	3, 4, or 5	6	Political Science, Government & Legal Institutions (INST 2)	3	Elective	3
Government & Political Comp.	3, 4, or 5	6	Political Science, Government & Legal Institutions	3	Elective	3
History - European	3, 4, or 5	6	History or Humanities	3	Elective	3
History - U.S. ⁸	3	6	History (INST 1) or Humanities	3	Elective	3
History - U.S. ⁸	4 or 5	6	History/HIST 110 or HIST 111 (INST 1) or Humanities	3	Elective	3
History - World	3	6	History or Humanities	3	Elective	3
History - World ⁷	4 or 5	6	History (HIST 107 & HIST 108)	3	(HIST 109 or HIST 109B) see footnote	3
Italian Language and Culture	3, 4, or 5	6	Humanities	3	Elective	3
Japanese Language and Culture	3, 4, or 5	6	Humanities	3	Elective	3
Latin - Literature	3, 4, or 5	6	Humanities	3	Elective	3

* Diversity & Common Ground - Non-Domestic

Advanced Placement Exam	Minimum Score	Total Credit in Semester Units	Course Distribution ⁹			
			GE Assignment and/or Course Equivalency	Units	Elective/Course/Additional GE Credit	Units
Latin - Virgil	3, 4, or 5	6	Humanities	3	Elective	3
Music - Listening/Lit.	3, 4, or 5	6	Arts	3	Elective	3
Music Theory	3, 4, or 5	6	Arts	3	Elective	3
Physics B ^{5,10}	3, 4, or 5	6	Physical Universe with lab	4	Elective	2
Physics C - Elect./Magn. ^{5,10}	3, 4, or 5	6	Physical Universe with lab	4	Elective	2
Physics C - Mechanics ^{5,10}	3, 4, or 5	6	Physical Universe with lab	4	Elective	2
Psychology	3, 4, or 5	6	Psychology (PSYC 104)	3	Elective	3
Spanish Language	3, 4, or 5	6	Humanities	3	Elective	3
Spanish Literature	3, 4, or 5	6	Humanities	3	Elective	3
Statistics	3, 4, or 5	6	Mathematical Concepts & Quantitative Reasoning (STAT 109 or STAT 106 or STAT 108)	3	Elective	3

NOTE: A student may take an unlimited number of Advanced Placement exams and apply all to the baccalaureate degree.

- ¹ If a student passes more than one exam in calculus, only 9 units may be applied to the baccalaureate degree.
- ² If a student passes more than one exam in computer science, only 6 units may be applied to the baccalaureate degree.
- ³ If a student passes both exams in Economics, 12 units will be applied to the baccalaureate degree and will be distributed thusly: 3 units Economics, 3 units ECON 210, 6 units elective.
- ⁴ If a student passes both exams in English, only 9 units may be applied to the baccalaureate degree and will be distributed thusly: 3 units Written Communication (ENGL 100), 3 units Humanities, and 3 units elective.
- ⁵ If a student passes more than one exam in Physics, only 6 units may be applied to the baccalaureate degree.
- ⁶ The Chancellor's Office allows credit in Life Forms or Physical Universe if the Environmental Science exam was taken Summer 2009 or earlier. Effective Fall 2009, credit is awarded to Physical Universe only. Adjustments to this policy require a petition to the Registrar. Contact the Registrar's Office for further information.
- ⁷ A total of six units/two courses chosen from: HIST 107, HIST 108, HIST 109, HIST 109B. Humanities may be awarded in lieu of the previous courses. Contact the Registrar's Office for further information.
- ⁸ Does not meet the California State and Local Government degree requirement. INST 1 meets the US History requirement, INST 2 meets the US Constitution requirement.
- ⁹ When a course is an approved general education course and a course equivalency also exists, usually units are first routed to general education, then course content for the equivalent course is met. Example: Calculus BC: 6 units distributed thusly: 3 units to MATH 109 and 3 elective units. MATH 109 is an approved general education course and will automatically be routed to general education Mathematical Concepts & Quantitative Reasoning.
- ¹⁰ Redistribution of units effective Fall 2010 (increase GE units from 3 to 4).

CLEP Examination	Minimum Score	Total Credit in Semester Units	Course Distribution ⁶			
			GE Assignment and/or Course Equivalency	Units	Elective/Course/Additional GE Credit	Units
American Government	50	6	Political Science, Government & Legal Institutions	3	Elective	3
American Literature	50	6	Humanities	3	ENGL 232	3
Analyzing & Interpreting Literature	50	6	Humanities (ENGL 105)	3	Elective	3
Biology	50	6	Life Forms with lab (BIOL 105)	3	Elective	3
Calculus ¹	50	6	Mathematical Concepts & Quantitative Reasoning (MATH 109)	4	Elective	2
Chemistry ²	50	3	Physical Universe without lab	3		
College Algebra	50	3	Mathematical Concepts & Quantitative Reasoning	3		

CLEP Examination	Minimum Score	Total Credit in Semester Units	Course Distribution ⁶			
			GE Assignment and/or Course Equivalency	Units	Elective/Course/Additional GE Credit	Units
College Algebra - Trigonometry	50	6	Mathematical Concepts & Quantitative Reasoning	3	Elective	3
College Mathematics	50	6	Mathematical Concepts & Quantitative Reasoning (MATH 103)	3	Elective	3
English Composition	50 with pass on essay	6	Written Communication (ENGL 100)	3	Elective	3
English Literature	50	6	Humanities/ENGL 230	3	ENGL 231	3
Financial Accounting	50	3	BA 250	3		
French Level I	50	6	Humanities (FREN 106)	3	FREN 105	3
French Level II ⁷	59	6	Humanities (FREN 107/DCG-N*)	3	FREN 207/DCG-N*	3
Freshman College Comp	50 with pass on essay	6	Written Communication (ENGL 100)	3	Elective	3
German Level I	50	6	Humanities (GERM 106)	3	GERM 105	3
German Level II ⁷	60	6	Humanities (GERM 107)	3	GERM 207	3
History of U.S. I ^{5,7}	50	6	History/HIST 110 (INST 1)	3	Elective	3
History of U.S. II ^{5,7}	50	6	History/HIST 111 (INST 1)	3	Elective	3
Human Growth & Development	50	6	Lifelong Understanding & Integration of Self	3	Elective	3
Humanities	50	3	Humanities	3		
Info Systems & Computer Applications	50	6			Elective	6
Intro Business Law	50	6	BA 210	3	Elective	3
Intro Educational Psychology	50	6			Elective	6
Intro Psychology	50	6	Psychology (PSYC 104)	3	Elective	3
Intro Sociology	50	6	Sociology & Criminology (SOC 104)	3	Elective	3
Natural Sciences	50	6	Life Forms with lab (BIOL 104)	3	Elective	3
Pre-Calculus	50	6	Mathematical Concepts & Quantitative Reasoning/MATH 115	4	Elective	2
Principles of Accounting	50	6	BA 252	3	Elective	3
Principles of Macroeconomics ³	50	6	Economics	3	Elective	3
Principles of Microeconomics ³	50	6	Economics	3	Elective	3
Principles of Management	50	6	BA 370	6		
Principles of Marketing	50	6	BA 340	6		
Social Science/History	50	6	Sociology & Criminology	3	Elective	3
Spanish Level I	50	6	Humanities (SPAN 106)	3	SPAN 105	3
Spanish Level II ⁷	63	6	Humanities (SPAN 107/DCG-N*)	3	SPAN 207/DCG-N*	3
Trigonometry	50	6	Mathematical Concepts & Quantitative Reasoning	3	Elective	3
Western Civilization I ⁷	50	6	History (HIST 104) or Humanities	3	Elective	3
Western Civilization II ⁷	50	6	History (HIST 105)	3	Elective	3

NOTE: A maximum of 30 units of external exams (excluding AP and IB) will count toward degree requirements.

¹ Minimum score for Calculus increased from 50 to 51 effective Fall 2009. Reduced to 50 Fall 2010.

² Chemistry approved effective Fall 2009. Minimum score increased from 48 to 50 Fall 2010.

³ If a student passes both exams in Economics, 12 units will be applied to the baccalaureate degree and will be distributed thusly: 3 units Economics, 3 units ECON 210, 6 units elective.

⁵ INST 1 meets the US History requirement.

⁶ When a course is an approved general education course and a course equivalency also exists, usually units are first routed to general education, then course content for the equivalent course is met. Example: Biology: 6 units distributed thusly: 3 units to BIOL 105 and 3 elective units. BIOL 105 is an approved general education course and will automatically be routed to general education Life Forms with lab.

⁷ Reduction in minimum score effective Fall 2010.

* Diversity & Common Ground - Non-Domestic

DSST Examination	Minimum Score	Total Credit in Semester Units	Course Distribution ²			
			GE Assignment and/or Course Equivalency	Units	Elective/Course/Additional GE Credit	Units
Art of the Western World	48	3	Arts (ART 103)	3		
Cultural Geography	48	3	Geography (GEOG 105/DCG-N*)	3		
Drug and Alcohol Abuse	49 or 400	3			Elective	3
Environment and Humanity	46	3	Interdisciplinary Social or Behavioral Science (EMP 105)	3		
Ethics in America	46 or 400	3	Humanities (PHIL 106)	3		
Foundations of Education	46	3	EDUC 110	3		
Fundamentals of College Algebra	50 or 400	3	MATH 44 ¹	3		
General Anthropology	47	3	Anthropology	3		
Here's To Your Health	48 or 400	3	Lifelong Understanding & Integration of Self (HED 400)	3		
Human Resources Management	46	3	BA 370	3		
Intro to Business	46	3	BA 110	3		
Lifespan Developmental Psychology	46	3			Elective	3
Modern Middle East	47	3	History (HIST 106) ⁴	3		
Money and Banking	48	3	ECON 435	3		
Organizational Behavior	48	3	BA 370 or BA 470	3		
Personal Finance	46 or 400	3	BA 260	3		
Physical Geology	46	3	Physical Universe without lab ³	3		
Principles of Financial Accounting	47	3	BA 250	3		
Principles of Public Speaking	47 with pass on oral exam	3	Oral Communication (COMM 100)	3		
Principles of Statistics	50 or 500	3	Mathematical Concepts & Quantitative Reasoning (MATH 103)	3		
Principles of Supervision	46	3	BA 370	3		
Technical Writing	36	3	IT 232/JMC 232	3		
World Religions	48 or 400	3	Humanities (RS 105/DCG-N*)	3		

NOTE: A maximum of 30 units of external exams (excluding AP and IB) will count toward degree requirements.

¹ MATH 44: Remedial course, units will not count toward degree credit.

² When a course is an approved general education course and a course equivalency also exists, usually units are first routed to general education, then course content for the equivalent course is met. Example: Art of the Western World: 6 units distributed thusly: 3 units to ART 103 and 3 elective units. ART 103 is an approved general education course and will automatically be routed to general education Arts.

³ A passing score of 46 on the Physical Geology exam meets GEOL 109 lecture content without the lab, satisfying general education Physical Universe without lab. One unit of GEOL 399 must be taken to earn credit for both lecture and lab requirements of GEOL 109.

⁴ HIST 106 is no longer offered at HSU.

EEE Examination	Minimum Score	Total Credit in Semester Units	Course Distribution ¹			
			GE Assignment and/or Course Equivalency	Units	Elective/Course/Additional GE Credit	Units
EEE	n/a	6	Written Communication (ENGL 100)	3	Elective	3

NOTE: A maximum of 30 units of external exams (excluding AP and IB) will count toward degree requirements.

¹ When a course is an approved general education course and a course equivalency also exists, usually units are first routed to general education, then course content for the equivalent course is met. Example: EEE: 6 units distributed thusly: 3 units to ENGL 100 and 3 elective units. ENGL 100 is an approved general education course and will automatically be routed to general education Written Communication.

* Diversity & Common Ground - Non-Domestic

International Baccalaureate Exam HL = Higher Level SL = Standard Level	Minimum Score ¹	Total Credit in Semester Units	Course Distribution ⁴			
			GE Assignment and/or Course Equivalency	Units	Elective/Course/ Additional GE Credit	Units
Anthropology, Social & Cultural, HL	4, 5, 6, or 7	6	Anthropology (ANTH 104)	3	Elective	3
Anthropology, Social & Cultural, SL	4, 5, 6, or 7	3	Anthropology	3		
Biology HL ³	4, 5, 6, or 7	6	Life Forms with lab	3	Elective	3
Biology SL	4, 5, 6, or 7	3	Life Forms with lab	3		
Business & Management HL	4, 5, 6, or 7	6	BA 110	3	Elective	3
Business & Management SL	4, 5, 6, or 7	3			Elective	3
Chemistry HL ³	4, 5, 6, or 7	6	Physical Universe with lab	3	Elective	3
Chemistry SL	4, 5, 6, or 7	3	Physical Universe without lab	3		
Classical Languages HL ⁵	4, 5, 6, or 7	6	Humanities	3	Elective	3
Classical Languages SL	4, 5, 6, or 7	3	Humanities	3		
Computer Science HL	4, 5, 6, or 7	6	Critical Thinking (CS 100)	3	Elective	3
Computer Science SL	4, 5, 6, or 7	3	Critical Thinking (CS 100)	3		
Dance HL	4, 5, 6, or 7	3	Arts	3		
Dance SL	4, 5, 6, or 7	3	Arts	3		
Design Tech (Engineering) HL	4, 5, 6, or 7	6	ENGR 215	3	Elective	3
Design Tech (Engineering) SL	4, 5, 6, or 7	3			Elective	3
Economics HL	4, 5, 6, or 7	6	Economics (ECON 104)	3	Elective	3
English A1 HL ²	4, 5, 6, or 7	7	Written Communication (ENGL 100)	3	Oral Communication & Humanities (ENGL 105)	3 1
English A1 SL	4, 5, 6, or 7	3	Written Communication (ENGL 100)	3		
Environmental Systems SL	4, 5, 6, or 7	3	ENGR 115	3		
Film HL	4, 5, 6, or 7	3	Arts	3		
Film SL	4, 5, 6, or 7	3	Arts	3		
French ab initio SL	4, 5, 6, or 7	3	Humanities	3		
French A1 HL ⁵	4, 5, 6, or 7	6	Humanities	3	Elective	3
French A1 SL	4, 5, 6, or 7	3	Humanities	3		
French A2 HL ⁵	4, 5, 6, or 7	6	Humanities	3	Elective	3
French A2 SL	4, 5, 6, or 7	3	Humanities	3		
French B HL ⁵	4, 5, 6, or 7	6	Humanities	3	Elective	3
French B SL	4, 5, 6, or 7	3	Humanities	3		
Further Mathematics SL	4, 5, 6, or 7	3	Mathematical Concepts & Quantitative Reasoning	3		
Geography HL	4, 5, 6, or 7	6	Geography (GEOG 105)	3	DCG-N*	3
Geography SL	4, 5, 6, or 7	3	Geography	3		
German ab initio SL	4, 5, 6, or 7	3	Humanities	3		
German A1 HL ⁵	4, 5, 6, or 7	6	Humanities	3	Elective	3
German A1 SL	4, 5, 6, or 7	3	Humanities	3		
German A2 HL ⁵	4, 5, 6, or 7	6	Humanities	3	Elective	3
German A2 SL	4, 5, 6, or 7	3	Humanities	3		
German B HL ⁵	4, 5, 6, or 7	6	Humanities	3	Elective	3
German B SL	4, 5, 6, or 7	3	Humanities	3		
History (any region) HL	4, 5, 6, or 7	6	History or Humanities	3	Elective	3
History (any region) SL	4, 5, 6, or 7	3	History	3		
Info Tech in a Global Society HL	4, 5, 6, or 7	6	Geography	3		

International Baccalaureate Exam HL = Higher Level SL = Standard Level	Minimum Score ¹	Total Credit in Semester Units	Course Distribution ⁴			
			GE Assignment and/or Course Equivalency	Units	Elective/Course/Additional GE Credit	Units
Info Tech in a Global Society SL	4, 5, 6, or 7	3	Geography	3		
Islamic History HL	4, 5, 6, or 7	6	History	3	Elective	3
Islamic History SL	4, 5, 6, or 7	3	History	3		
Mathematics HL ⁵	4, 5, 6, or 7	6	Mathematical Concepts & Quantitative Reasoning	3	Elective	3
Mathematics SL	4, 5, 6, or 7	3	Mathematical Concepts & Quantitative Reasoning	3		
Mathematical Studies SL	4, 5, 6, or 7	3	Mathematical Concepts & Quantitative Reasoning (MATH 103)	3		
Music HL	4, 5, 6, or 7	3	Arts	3		
Music SL	4, 5, 6, or 7	3	Arts	3		
Philosophy HL	4, 5, 6, or 7	6	Critical Thinking	3	PHIL 107	3
Philosophy SL	4, 5, 6, or 7	3	Humanities (PHIL 107)	3		
Physics HL ³	4, 5, 6, or 7	6	Physical Universe with lab	3	Elective	3
Physics SL	4, 5, 6, or 7	3	Physical Universe with lab	3		
Psychology HL	4, 5, 6, or 7	6	Psychology (PSYC 104)	3	Elective	3
Psychology SL	4, 5, 6, or 7	3	Psychology	3		
Spanish ab initio SL	4, 5, 6, or 7	3	Humanities	3		
Spanish A1 HL ⁵	4, 5, 6, or 7	6	Humanities	3	Elective	3
Spanish A1 SL	4, 5, 6, or 7	3	Humanities	3		
Spanish A2 HL ⁵	4, 5, 6, or 7	6	Humanities	3	Elective	3
Spanish A2 SL	4, 5, 6, or 7	3	Humanities	3		
Spanish B HL ⁵	4, 5, 6, or 7	6	Humanities	3	Elective	3
Spanish B SL	4, 5, 6, or 7	3	Humanities	3		
Theatre HL ⁶	4, 5, 6, or 7	7	Arts (TA 104)	4	TA 241/DCG-N*	3
Theatre SL	4, 5, 6, or 7	4	Arts (TA 104)	4		
Visual Arts HL	4, 5, 6, or 7	6	Arts (ART 105B)	3	ART 105C	3
Visual Arts SLA	4, 5, 6, or 7	3	Arts (ART 105B)	3		
Visual Arts SLB	4, 5, 6, or 7	3	Arts (ART 105B)	3		
World Religions	4, 5, 6, or 7	3	Humanities	3		

NOTE: A student may take an unlimited number of International Baccalaureate exams and apply all to the baccalaureate degree.

¹ Prior to summer 2007 a score of 5, 6, or 7 was required for HL exams.

² Course content for ENGL 105 is fully met if exam was passed summer 2007 or later. Contact the Registrar's Office for further information.

³ Units increased from 3 to 6 effective Fall 2009 for HL Biology, Chemistry, Physics.

⁴ When a course is an approved general education course and a course equivalency also exists, usually units are first routed to general education, then course content for the equivalent course is met. Example: Computer Science HL: 6 units distributed thusly: 3 units to CS 100 and 3 elective units. CS 100 is an approved general education course and will automatically be routed to general education Critical Thinking.

⁵ Units increased from 3 to 6 effective Fall 2010 for HL Languages and Mathematics.

⁶ Maximum credit allowed for a single IB exam is 7 units. In the case of the Theatre HL exam where, at HSU, TA 104 is 4 units and TA 241 is 4 units, only 3 units of exam credit will count toward TA 241.

* Diversity & Common Ground - Non-Domestic

Credit by Examination

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.

The number of units awarded and how they meet specific academic requirements are provided in the preceding charts. If the content covered by an examination duplicates other credit awarded, the units will be adjusted from the amount indicated.

Challenging A Course At HSU. 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 for which 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.

Credit for Non-Collegiate Instruction

Humboldt grants undergraduate degree credit for successful completion of non-collegiate instruction — either military or civilian — appropriate to the baccalaureate degree. Credit must be 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 active military service with an honorable discharge by filing a copy of their DD-214 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. The student will need to submit a military registry transcript to VETS in Lower Library 58.

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.

Credit Hour

As of July 1, 2011 federal law (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, practica, 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 eight units of Open University / Special Session

courses can apply toward a master's degree (provided 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 she/he 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.

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:

- They file a major contract with each major program by the time they have completed 90 units.
- The major contracts 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 dean.

For information on pursuing two degrees, please see "Second Bachelor's Degree".

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 www.humboldt.edu/registrar.

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 email accounts are the officially recognized accounts for email communication between students and the University. All HSU students are responsible for checking their HSU email account for official communications. While students may elect to redirect messages sent to their official HSU email address to another address, those who redirect their email to another address do so at their own risk.

Having email lost as a result of redirection 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.

This policy does not preclude the University from utilizing other forms of communication, such as registered mail.

Enrollment Limitations

Undergraduate students may have a unit limitation when early registration begins. If limited, the maximum units will be raised to 19 just before school starts. Any student anticipating the need to enroll for more than 19 units should seek approval from his/her academic advisor. 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.

Grades on the Web

You may view your student records online, including holds, term grades, addresses, and account information. Grades for fall semester are available in January; spring grades are available the end of May; summer grades are available the end of 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

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 master's theses courses changed to "F/NC" if not completed within seven years.

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 — 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 fourth 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.

symbol following a grade indicates a remedial course. Remedial courses do not earn academic or degree credit.

Grade Appeals (see **Grievance Procedure, Student on page 279**)

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 in the Office of Academic Programs & Undergraduate/Graduate Studies, Siemens Hall 217A.

Graduation, Applying for

To graduate from Humboldt State University students must apply for graduation, which initiates a degree check. 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 (60 units), and it is strongly recommended they apply AT LEAST three semesters prior to their expected term of graduation. Early application ensures that students receive their degree checks in time for adequate planning and advising for the final semester(s) of enrollment. It is recommended that students pursuing master's degrees apply for graduation at least one semester before finishing all degree requirements. Please refer to the Calendar of Activities and Deadlines in the *Registration Guide* for application for graduation deadlines.

Bachelor's degree Applications for Graduation are available at the Office of the Registrar, SBS 133, and online at www.humboldt.edu/registrar. The Application for Graduation for master's students is available from the Office of Academic Programs & Undergraduate/Graduate Studies, SH 217A.

Students pursuing a bachelor's degree must accompany their Application for Graduation with a major contract approved by their major advisor and department chair (unless an approved major contract has already been sent to the Office of the Registrar). Students should make arrangements with their major advisor to obtain this contract.

Once the major contract is approved and the Application for Graduation form is filled out, students need to pay a graduation fee at Student Financial Services, SBS 285, and return the receipted Application For Graduation and the major contract to the Office of the Registrar.

Once the Application for Graduation is received, a degree check is prepared and sent to both student and advisor. The degree check summarizes how degree requirements have been satisfied and lists remaining requirements. 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.

Once the student has applied for graduation his/her name may be included as a candidate for graduation on lists for faculty approval, diploma ordering, and commencement booklet publication for the expected term of graduation (see the Calendar of Activities and Deadlines in the *Registration Guide*). Details regarding the May commencement ceremony are available online at www.humboldt.edu/commencement.

Once an undergraduate student has applied for graduation, he/she is 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, a letter 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. To change a graduation date, students may download the printable Graduation Date Change Request available at www.humboldt.edu/registrar/forms.

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.

NOTE: 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 Calendar for Activities and Deadlines found in the *Registration Guide* available online.

Holds

Holds can prevent registration, adding and dropping classes, receiving transcripts, obtaining grades, or graduating. It is recommended that students check their Student Center at www.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, select Student Center from the Quick Links drop-down menu, then click "Login to the Student Center." The Holds section is in the upper right hand corner of your screen once you login to Student Center.

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, remedial course work 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.

Social Security Number. Humboldt State uses the social security number to identify the student for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. The Internal Revenue Service requires the university to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. This information is used to help determine whether a student, or a person claiming a student as a dependent, may take credit or deduction to reduce federal income taxes. Many efforts are made to protect the privacy of this number.

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 in the campus ID Office, located in the library, Monday through Friday, 10:00 A.M. to 3:00 P.M. and Monday through Thursday, 6:00 P.M. to 9:00 P.M., or by appointment, call 707-826-5601. New students should contact the campus ID Office in the library regarding specific dates and times pictures will be taken at the beginning of each semester. The cost of the ID card is included in the registration fee the first term of enrollment at Humboldt State. There is a \$5.00 fee, payable at Student Financial Services, SBS 285, or the Housing cashier; if the ID card needs to be replaced. The receipt must be presented to the ID Office prior to having a new card made. For further information visit the ID Office website at library.humboldt.edu/circulation/id_cards.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.

Forms for requesting a change of major, are available from the Office of the Registrar, or online at www.humboldt.edu/registrar/forms.

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 changing majors after having earned 90 units are required to complete a new major contract before completing additional units beyond 90. 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 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 www.humboldt.edu/registrar/forms.

Noncollegiate Instruction (see Credit for Noncollegiate Instruction)

Presidential Scholar

An undergraduate student who completes at least 12 graded (A-F) 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 register for classes online. Students register from any computer with Internet access, at home or on campus.

Continuing students normally register in November for the spring semester and in April for the fall semester. New students, transfer students, and returning students have the opportunity to register before the

beginning of the term. Students should refer to their admission letter and the *Schedule of Classes* for more specific registration information.

Registration Holds

A hold is placed on a student's registration and schedule adjustment for a financial obligation greater than \$99 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.

Remedial Courses

Courses numbered 001-099 are remedial courses. These courses are designed to assist students in developing basic skills that are essential to successful university achievement. Units and grades earned will not count in the student's grade point average nor towards meeting graduation requirements. The # symbol following a grade indicates a remedial course on a student's HSU transcript.

Remediation

Basic skills in English and mathematics are vital to academic success at Humboldt. Some students are admitted to the University with a need for further development in these areas, as measured by scores on the English Placement Test (EPT) and the Entry Level Mathematics (ELM) exam.

In order to ensure academic success for all students, and in compliance with California State University regulations, Humboldt State University requires that all new students with ELM and/or EPT scores that indicate a need for remediation enroll in appropriate remedial classes their first term of attendance. Some students may need a sequence of remedial courses; these students must enroll in the appropriate remedial course each term of attendance until remediation is satisfied. All remediation must be completed within one year from a student's first term of enrollment at Humboldt. Students who do not satisfactorily complete the required courses within one year are not eligible to continue at Humboldt. Satisfactory completion of remedial courses requires a grade of C- or higher. See "Early Start Program" in the Admissions section for more information.

Repeating Courses

Undergraduate students may repeat up to 16 units with grade forgiveness. With the exception of repeatable courses, undergraduate students may only repeat courses if they earned grades lower than a C. For the first

16 units of repeated courses, only the newer attempt calculates into the student's GPA. Undergraduate students may only repeat a course for grade forgiveness two times and each of these attempts counts toward the 16-unit maximum for repeats. 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 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, ENV5 111 is set up by the department to be repeatable 4 times. This means that a maximum of 5 attempts of this course will count toward the student's grade point average.

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. Please 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 www.humboldt.edu/oaaclasses.shtml or by going to Humboldt's homepage at www.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 four 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 beginning the second week of instruction.

Courses cannot be added after the fourth week of classes (see the Calendar of Activities and Deadlines at www.humboldt.edu/oaaclasses.shtml for deadline dates). After the fourth 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 four weeks of instruction, students may drop a class from their schedule via Student Center. After the first four

weeks of classes, permission to withdraw with a documented serious and compelling reason must be approved.

Go to www.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 \$20.00 fee will be charged per course. The final drop deadline is the end of the tenth week of classes (see the Calendar of Activities and Deadlines in the *Registration Guide* for deadline dates: www.humboldt.edu/oaaclasses.shtml).

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 Registrar's Office, Financial Aid, 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 Advising Center, SBS 295, 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

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.

NOTE: If a student graduates with one degree but still needs additional coursework for the second degree, that student will need to re-apply to the university as a post-baccalaureate student.

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.

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, the student must meet the requirements set by his/her 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 Western Association of Schools and Colleges and by the State Board of Education. This ensures that institutions accredited by the same (or similar) boards will accept student credits.

Transcripts

A student may request a copy of his/her academic record or transcript by filing a transcript request form at the Office of the Registrar. The form can be printed from www.humboldt.edu/registrar 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 48 hours or preparing special certifications of graduation status prior to issuing a diploma. The fee is \$10 for expedited service. 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 visit the transcript department's website at: www.humboldt.edu/registrar/transcripts.

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 by stated dates will result in an obligation to pay fees (please see the Calendar of Activities and Deadlines in the *Registration Guide*) 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.

Any student who is anticipating the need to withdraw from Humboldt State is encouraged to discuss this with his/her academic

advisor or with staff at the Office of the Registrar, SBS 133, 707-826-4101 or the 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 fourth week of instruction will have only an appropriate date of withdrawal (no coursework) appear on the academic record for that term.

After the first four weeks of the semester, a request to withdraw with a documented serious and compelling reason must be approved. Go to www.humboldt.edu/withdraw to start the process. 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.

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 the Financial Aid Office prior to withdrawing from the university. If a student withdraws from the university, or ceases attendance, a portion of student financial assistance received may be considered unearned and must be returned to the program. Financial aid recipients will be billed for any unearned financial aid and resulting unpaid university charges.

Housing. Students who have paid for housing on campus should contact the Office of Housing and Dining Services, 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 his/her 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 him/her 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 him/her to register for subsequent terms without reapplying for admission.