



A Guide for New Graduate Students at Humboldt State University

New Graduate Dean: Dr. Mary Oling-Sisay

Please join us in welcoming our new Vice Provost and Dean of Undergraduate and Graduate Studies, Dr. Mary Oling-Sisay! We are looking forward to her arrival on Thursday, August 15, 2019.

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A Master's Degree at HSU

Welcome to Humboldt State!

We are so happy that you've chosen HSU to follow the path to a Master's degree! This guide includes information reproduced from various sources including the HSU catalog, faculty handbook, and graduate student handbook.

We highly encourage you to attend our annual Fall Graduate Student Orientation. Emails will be sent in advance with details about the agenda. Orientation is designed to give our newly admitted students information and resources that will help you succeed in your time here at HSU and beyond. If you are unable to attend Orientation we try our best to film the presentation portion and post it on our website.

Please visit our website for current information, forms, and important dates/deadlines:

<http://gradprograms.humboldt.edu/>

You are always welcome to come visit our office on campus for in person assistance! We are located in Siemens Hall, room 217A.



The Fine Print

Being a Master's Student:

- Full-time: Graduate students taking nine or more semester units are enrolled full-time.
- Seven Year Limit: Title 5 of the California Code of Regulations limits the maximum time for completing a master's degree program to seven years.
- Required GPA: You must maintain a GPA of 3.0 (B) or better in all courses taken to satisfy your degree requirements.
- Good Academic Standing: Graduate students whose Humboldt State cumulative GPA and overall GPA are 3.0 or above are considered in good academic standing.
- Maintaining Continuous Enrollment: You are required to enroll for a minimum of one unit per term for at least two terms per academic year (fall, spring, summer) until your degree requirements are completed.

Student Classification:

- Conditionally Classified: A conditionally classified graduate student is admitted to the university but has not yet satisfied all program admission requirements.
- Classified Graduate Standing: A classified graduate student is admitted to the university and fulfilled all program admission requirements.

For more information on HSU's graduate student expectations and processes please visit the Graduate Student Handbook. You can find the handbook on the Graduate Studies [website](http://gradprograms.humboldt.edu/content/graduate-student-handbook) at: <http://gradprograms.humboldt.edu/content/graduate-student-handbook>



The Office of Graduate Studies

The Office of Graduate Studies is here to help graduate students succeed through a Master's degree program here at HSU. We're always here to provide any assistance you may need to achieve the best educational experience. We collaborate with other campus departments to coordinate opportunities that make graduate school accessible for all students. If you have any questions or concerns feel free to call us at 707-826-5194 or email us at hsugrad@humboldt.edu.

Services and assistance that we provide:

- Emailing HSU graduate students about important dates and deadlines as well as relevant campus events and financial aid opportunities.
- Resource for information on the processing of graduate student paperwork and time to degree.
- Assisting students in the completion of timely graduate student paperwork.
- Coordinating financial opportunities available to graduate students.
- Processing and distributing of all graduate student paperwork.
- Organizing graduate student names for the annual commencement ceremony.



For even more updates and graduate student news, follow us on social media!



Culminating Experience Committee Formation

- **Committee Formation:**

Your graduate committee should be formed during the second semester of your program. The number of committee members varies by program. You will select committee members in consultation with your major advisor, who serves as chair. You should strive to select committee members that will be the most help as you design and complete your thesis or project.

- **Advisor:**

With rare exceptions, your major advisor/committee chair will be a tenured or probationary faculty member. If your major advisor is an adjunct faculty or in the faculty early retirement program (FERP), at least one committee member must be a tenured or probationary faculty member in your primary discipline.

- **Committee Members:**

At least one committee member, in addition to your advisor, must be HSU faculty or adjunct faculty who hold a Ph.D. or other terminal degree. All theses, projects, and comprehensive examination responses must be evaluated by at least two of these committee members.

- **Outside Committee Members:**

Persons with expertise/experience in your research area who are not affiliated with HSU or who do not hold a terminal degree can serve as an additional committee member.

* The make-up of the graduate committee is reviewed by the graduate coordinator and graduate dean at advancement to candidacy.



- **Advisor/Committee Chair**
Responsibilities: Although the primary responsibility for writing the thesis/project lies with the student, the student should work closely with their advisor.
- **The Advisor should:**
 - Advise the student on improvements to organization, form, content, and expression of material.
 - Resolve any disagreements between committee members.
 - Familiarize themselves with policies and deadlines that affect their graduate students.

Look at the [Graduate Student Success Plan](#) to see a recommended timeline for forming a committee and submitting paperwork.



Financial Assistance

Financial Aid

The first step to receiving [financial aid](#) from Humboldt State University is filling out a [Financial Aid Application](#), beginning October 1 through March 2 every year.

Funding: Aid is limited for those already holding a bachelor's degree. In addition to unsubsidized loans, master's students may be eligible for a State University Grant if their application is submitted by March 2nd. Federal Work Study may also be an option and is generally awarded to full-time students. Check with faculty within your department for Graduate Federal Work Study availability.

Enrollment: Full-time enrollment for a graduate student enrolled in a master's program is 9 units, half-time enrollment is 5 units.

Unit Cap: When students have attempted 50 or more semester units, they are generally no longer eligible to receive financial aid.

SAP: Satisfactory Academic Progress is applicable to graduate students, visit the Financial Aid page for more information on the SAP policy.

California Doctoral Incentive Program:

CDIP is the largest program in the nation to provide financial assistance to doctoral students who have strong promise of becoming candidates for CSU faculty positions. Participants may borrow \$30,000 during a 3 to 5 year period while enrolled in a Ph.D. program. If participants accept, a faculty position at any California State University after graduation one-fifth of their loan is forgiven for each year of service in the CSU.



California Pre-Doctoral Scholars Program:

CPSP is designed to support the doctoral aspirations of CSU students who have experienced economic and educational disadvantages. A faculty member within their academic discipline sponsors upper-division undergraduate and graduate students who apply for this program. Selected Pre-Doctoral Scholars receive \$3,000 for one academic year to visit Ph.D. programs at universities throughout the United States and to attend a professional meeting or conference in their academic discipline. In addition, scholars may participate in a summer research program, with funding up to \$7,000, at a University of California campus or other top research universities.

Applying for CDIP and/or CPSP: Application deadline information is available [online](#). For additional information about this program, contact Terri Fisher, HSU Campus Coordinator of this program, at terri.fisher@humboldt.edu, or 707-826-5194.



Financial Assistance continued

Tuition Fee Waivers

Two types of tuition waivers are available for graduate students: 1. nonresident tuition fee waivers and 2. tuition fee waivers for graduate assistants and teaching associates.

1. Tuition Fee Waivers for Nonresident Students: To be eligible, students must enroll in a minimum of 10 units and display exceptional scholastic ability or prior scholastic achievement. Individual programs decide who receives the fee waiver allocation.
2. Tuition Fee Waivers for Graduate Assistants and Teaching Associates (GA/TA): To be considered for financial assistance offered by some programs, including GA/TA fee waivers, be sure to file a FAFSA by March 2. Contact your departments Graduate Coordinator for details on possible employment opportunities as a Graduate Assistant or Teaching Associate.



CSU Student Research Competition:

The CSU Student Research Competition is held to promote excellence in undergraduate and graduate research, scholarly and creative activity by recognizing outstanding student accomplishments throughout the twenty-three campuses of the California State University. For more information, please contact the Office of Research, Economic, & Community Development at hsuf@humboldt.edu.



Financial Aid Contacts for Graduate Students:

Maria Elena-Whaples, Assistant Director - Student Services

707-826-5373, mw61@humboldt.edu

Peggy Metzger, Financial Aid Director

707-826-5377, pmetzger@humboldt.edu

Graduate Student Forms

All forms for graduate students are listed on the Graduate Studies website. Below are some of the most commonly used forms.

Application for Advancement to Candidacy and Graduation: <https://forms.humboldt.edu/graduate-application-advancement-candidacy-and-graduation>

Addendum to Advancement to Candidacy: <https://forms.humboldt.edu/graduate-addendum-advancement-candidacy>

Comprehensive Examination Completion Form: <https://forms.humboldt.edu/graduate-studies-comprehensive-examination-completion-form>

Request for Program Variation or Waiver Form: <https://forms.humboldt.edu/graduate-request-program-variation-or-waiver>

Educational Leave Agreement: <https://forms.humboldt.edu/graduate-educational-leave-agreement>

Graduation Date Change Request: <http://pine.humboldt.edu/registrar/forms/>

Graduate Continuous Enrollment Authorization Form: <https://forms.humboldt.edu/graduate-continuous-enrollment-authorization>

Petition for Graduate Credit to be Earned in Final Semester: <https://forms.humboldt.edu/graduate-petition-graduate-credit>



Graduate Student Handbook: This handbook was developed by the HSU Graduate Council to help graduate students at HSU successfully navigate their way through a master's program. Check it out here: <http://gradprograms.humboldt.edu/content/graduate-student-handbook>

Recreational Sports and Activities

Student Recreation Center (SRC)

Humboldt State's [Student Recreation Center](#) (SRC) is located on campus and offers free access to all HSU students. This on-campus fitness center features an extensive strength training/ weight room area, a cardio training area with a variety of exercise equipment (including ADA accessible machines), and a 46-foot climbing wall with bouldering area. The Student Recreation Center is located near the Kinesiology & Athletics Building.



Center Activities



[Center Activities](#) is a non-profit organization providing fitness, leisure, outdoor and aquatic activities to Humboldt State University Students and the community at large. Center Activities offers many recreational classes as well as outdoor adventure opportunities. You can sign up to join a group outdoor guided adventure, rent equipment, or take a variety of certification courses. These services are available to the community but HSU students are offered discounted prices.



Campus Events

Center Arts

The Center Arts box office offers information and ticket sales for many events on campus such as musical concerts, theatrical performances, dance, and special events. These events are available for the general public but HSU students are offered discounted or free ticket prices! Visit their website or office on campus for information on upcoming events.



Humboldt State Jacks Athletics

Humboldt State Athletics is a member of the California Collegiate Athletic Association (CCAA) and NCAA Division II Conference. Be sure to take a look at the Jacks' teams achievements on their website: <http://www.hsu-jacks.com/>. Tickets to games can be purchased online or at the gate, students are admitted for free!



Campus Resources

Academic and Career Advising Center
Gist Hall, room 114
707-826-3341

Academic Calendar
The Academic Calendar is a list of dates and deadlines throughout the Academic Year.
<https://www.humboldt.edu/events/academic-deadlines#/i=3>

Cashiers Office (Student Financial Services)
Student Business Services, room 285
707-826-6789

Counseling and Psychological Services
Health Center, room 205
707-826-3236

Dean of Students
Siemens Hall 211
707-826-3504

Digital Commons (Scholarly Communications)
Kyle Morgan, Digital Scholarship Librarian
Library, room 307
707-826-5602

Extended Education and Global Engagement
Student Business Services, room 211
707-826-3731

Financial Aid Office
Student Business Services, room 231
707-826-4321

Graduate Studies Office
Siemens Hall 217B
707-826-5194

Institutional Animal Care and Use Committee (IACUC)
For approval of research involving vertebrate animals.
Forestry, room 106
707-826-3256

Institutional Review Board (IRB)
For approval of research involving human subjects.
Student Business Services, room 427
707-826-5165

Office of the Registrar
Melissa Tafoya, Graduate Degree Counselor
Student Business Services, room 133
707-826-6208
Registrar's Calendar of Activities and Deadlines:
<http://pine.humboldt.edu/registrar/calendar.html>

Student Disability Resource Center
Learning Commons, Lower Library
Provides service, support, and resources for students with disabilities to maximize educational opportunities while at HSU and beyond.

Student Health Center, Medical Clinic
Health Center
707-826-3146

University Book Store
University Center, 2nd Floor
707-826-3741

University Police Department
Student Business Services, room 101
707-826-5555