

Meeting Date	October 6, 2014	Time	3:00 – 4:30 p.m.
Meeting Location	NHE 106		

	Agenda Topic	Materials to Review/Background info	Action Planned
1	Approval of Notes		Approval of notes from 9/8/14 meeting
2	Time Certain: Tay Triggs/Student Engagement & Leadership Multicultural Graduate Student Engagement Program		Share details and raise awareness of the Multicultural Graduate Student Engagement Week – February 17-20 th .
3	Separate commencement ceremony for graduate students survey responses		Janae Teal/Student Representative will share results of graduate students' survey.
4	Per Nikola Hobbel's request, discussion of the Comprehensive Examination	Title 5, attached, indicates definition of comprehensive examination Attached HSU Culminating Experience policy	Discuss and clarify policy and Title 5 requirements for culminating experiences for the Master's degree at HSU.
5	Educational Leave Agreement requests	There has been a substantial increase in Educational Leave Agreement requests in 14/15 AY.	Discussion of possible causes and alternatives; clarification of the need to stay in touch with students on leave.
6	Improving thesis/project submission process		Discussion on best practices to ensure the integrity of the thesis/project submission process and accuracy of the thesis submission form.
7	Christian Guillien/Graduate Transfer Counselor		Office of Registrar graduate student issues and assistance.
8	Important Deadlines: Monday, November 17th, 2014 deadline for required format review Wednesday, December 10, 2014 deadline to submit final version of thesis or project and approval form with original signatures		

California Administrative Code of Regulations
Title 5, Section 40510

BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS
TITLE 5. EDUCATION
DIVISION 5. BOARD OF TRUSTEES OF THE CALIFORNIA STATE
UNIVERSITIES
CHAPTER 1. CALIFORNIA STATE UNIVERSITY
SUBCHAPTER 2. EDUCATIONAL PROGRAM
ARTICLE 7. GRADUATE DEGREES

This database is current through 10/13/06, Register 2006, No. 41
s 40510. The Master's Degree.

To be eligible for the Master's degree, the candidate shall have completed the following minimum requirements:

- (a) Advancement to Candidacy. For advancement to candidacy for the Master's degree, the applicant shall meet the requirements of Section 41011, and such particular requirements as the Chancellor and the campus may prescribe.
- (b) Requirements for the Degree.
 - (1) The completion of a specified pattern of study approved by the appropriate campus authority.
 - (2) A minimum of thirty semester units of approved graduate work completed within a maximum time to be established by each campus. Such maximum time shall be no more than seven years nor less than five years for each particular program. An extension of time beyond the limit may be granted by appropriate campus authority if warranted by individual circumstances and if the outdated work is validated by examination, in the relevant additional course or subject field of work or such other demonstration of competence as may be prescribed. In the degree program:
 - (A) Not less than 21 semester units (32 quarter units) shall be completed in residence. The appropriate campus authority may authorize the substitution of credit earned by alternate means for a part of this residence requirement.
 - (B) Not less than one-half of the units required for the degree shall be in courses organized primarily for graduate students.
 - (C) Not more than six semester units shall be allowed for a thesis or project.
 - (3) Satisfactory completion of a thesis, project, or comprehensive examination, defined as follows:

- (A) A thesis is the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis is required.
- (B) A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology and a conclusion or recommendation. An oral defense of the project may be required.
- (C) A comprehensive examination is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination evidences independent thinking, appropriate organization, critical analysis and accuracy of documentation. A record of the examination questions and responses shall be maintained in accordance with the records retention policy of The California State University.
- (4) A grade point average of 3.0 (grade of B) or better in all courses taken to satisfy the requirements for the degree, except that a course in which no letter grade is assigned shall not be used in computing the grade point average.

Note: Authority cited: Sections 66600, 89030 and 89035, Education Code. Reference: Section 89030, Education Code.

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HUMBOLDT STATE UNIVERSITY
University Senate

**Resolution on Revision of Policy on Graduate Program Culminating Experience
Requirements**

#13-12/13-APC – November 27, 2012 – Second Reading

RESOLVED: That the University Senate of Humboldt State University recommends to the President that the attached revision of the *Policy on Graduate Program Culminating Experience Requirements* (17 October 2012), be adopted as policy and become effective Spring 2013.

Note: This policy supersedes the policy dated December 5, 2011 (Senate Resolution #23-11/12-APC).

RATIONALE: *When the Policy on Graduate Program Culminating Experience (12/5/11) was approved last spring, it specified submission of both a paper copy and a digital copy to the library. The costs for binding were covered by charging a fee that was never officially approved and will be discontinued. Moreover, further study indicated that a number of other CSUs have either already gone to electronic-only submissions or are preparing to do so, and, while not without disadvantages, the shift to electronic archiving of theses and projects carries a number of advantages as well: cost to students is reduced, storage space requirements are diminished, and scholarly access to students' research is enhanced.*

University Senate: Passed Unanimously, 11/27/12

President Richmond: Approved, 11/28/12

HUMBOLDT STATE UNIVERSITY
Policy on Graduate Program Culminating Experience Requirements
(October 17, 2012)

Background: Title 5 specifies “satisfactory completion of a thesis, project, or comprehensive examination” as one of the requirements for all Master’s degrees. For some time, the Graduate Council of Humboldt State University has been concerned about inconsistencies in both the requirements for and the quality of such culminating experiences. Accordingly, the Graduate Council recommends the adoption of the following minimum requirements.

1. All culminating experiences for the Master’s degree, regardless of specific form or discipline, must document the student’s achievement of the program learning outcomes at an appropriate level.
2. All theses, projects, and comprehensive examination responses must be evaluated by at least two faculty members.
3. The use of HSU categories “bound project” and “unbound project” will be discontinued, with all culminating experiences resulting in one of the three forms specified by Title 5 as follows:
 - a. A **thesis** is the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis is required.
 - b. A **project** is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written [document] that includes the project's significance, objectives, methodology and a conclusion or recommendation. An oral defense of the project may be required.
 - c. A **comprehensive examination** is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination evidences independent thinking, appropriate organization, critical analysis and accuracy of documentation. A record of the examination questions and responses shall be maintained in accordance with the records retention policy of The California State University.

Please see the attached table comparing the components of a thesis with those of a project. The Graduate Council believes that in most programs, the document resulting from the culminating experience is a Thesis; however, each program should review the standards of its discipline and the requirements of comparable programs when determining which to adopt.

4. Each program must either (a) adhere to the university guidelines for thesis formatting, as described at <http://www.humboldt.edu/academicprograms/thesis-format-requirements> , or (b) develop and post its guidelines for the project or thesis, including documentation style, limits on length, and other standard elements of document formatting.
5. Students must submit a digital copy of the thesis or project to the University Library, specifying a one- to two-year embargo when appropriate.

Revision: Graduate Council, October 17, 2012

University Senate: Passed Unanimously, 11/27/12

President Richmond: Approved, 11/28/12

Thesis/Project Comparisons
Title 5

Thesis	Project
<p>1. Written product of systematic study of a significant problem</p> <p>a. identifies problem</p> <p>b. states assumptions</p> <p>c. explains significance</p> <p>d. sets forth sources and methods of obtaining information</p> <p>e. analyzes the information</p> <p>f. offers conclusion or recommendation</p> <p>3. Must evidence</p> <p>a. originality</p> <p>b. critical thinking</p> <p>c. independent thinking</p> <p>d. appropriate organization and format</p> <p>e. thorough documentation</p>	<p>1. Significant undertaking in fine/applied arts or professional field</p> <p>2. described in written abstract that must include the project's</p> <p>a. objectives</p> <p>c. significance</p> <p>d. methodology</p> <p>f. conclusion or recommendations</p> <p>3. Must evidence</p> <p>a. originality</p> <p>c. independent thinking</p> <p>d. appropriate form and organization</p> <p>f. a rationale</p>