This handbook was prepared to help you become acquainted with many of the procedures you must follow as an ITEPP participant and student at Humboldt State University. It does not, by any means, cover every detail. You must be constantly aware of the new procedures and changes in current catalogs. This booklet is only an overview of the "nitty gritty" of getting a degree and credential.

The ITEPP program is housed within the administrative purview of the College of Health, Educational & Professional Studies at HSU. The primary objective of the program is to prepare and train American Indian educational personnel to serve Indian children as teachers, counselors, administrators, teacher's aides, and other specialized educational personnel. Furthermore, ITEPP trains American Indian people who are not only effective classroom teachers at the professional level, but who, in addition, are prepared to assume educational leadership roles in a broad range of activities such as community liaison and coordination, Indian project administration, counseling, and related social and educational services.

The program offers innovative Indian education curricula, special workshops, and small group discussions that result in an increased awareness and involvement. The program offers an atmosphere of challenging academic excellency that establishes new scholastic expectations for student participants. These expectations inspire heightened student motivation and success at the university.

Welcome to the 18th year of the ITEPP program. You are joining a special group of Indian educators who are recognized nationally for their excellence in the field of education.

Lois J. Risling, Director
Laura Lee George, Coordinator
ITEPP PROGRAM GOALS

The primary goal of the Indian Teacher and Educational Personnel Program at Humboldt State University is to prepare American Indian educators to impact changes in the education of American Indian children.

The objectives of the program are:

1. To assist American Indian students in gaining access to a college education
2. To retain American Indian students within the educational system without compromising their Indian culture and Indian values
3. To aid American Indian students in working with and for Indian people
4. To enable these Indian educators to reach self-determination for Indian people
5. To enlighten and educate the dominant society about Indian culture and values

ITEPP ADVISORY BOARD

The ITEPP Advisory Board is comprised of Indian community members, student representatives and staff. The Advisory Board helps set policy for the administration of the program and chooses a selection committee to select ITEPP participants.

ITEPP STUDENT CLUB

All participants of the ITEPP program are members of the ITEPP Student Club and are encouraged to actively participate. The club chooses student representatives to serve on the ITEPP Community Advisory Board, plans fundraising activities and social events. (See the Coordinator for more specifics).

OFFICE HOURS

The ITEPP office is generally open from 8-5, Monday through Friday. Use of the office after hours or on weekends may be arranged with one of the staff members.

OFFICE EQUIPMENT AND SUPPLIES

Equipment in the ITEPP office which is available for student use includes an IBM computer, an Apple IIe computer, a Macintosh computer, elite print typewriters, a primary print typewriter, calculator, tape recorder, paper cutter, tacking iron, electric organ, slide projector, copy machine and ditto machine. Please consult with the program staff for proper use of this equipment. Any items leaving the office must be checked out with the secretary or coordinator.

A limited amount of supplies are available for student projects relating to their HSU coursework or fieldwork. The items available vary from time to time. Please check with the program coordinator if you are in need of supplies for a project.

MAILBOXES

Each participant has a mailslot in the ITEPP office which should be checked at least twice a week. Students may call in to see if there are any messages or memos that need attention if they can't find the time to get to the office.

Memos from the program staff will be distributed to all students via these mailboxes. Students may use them as a means of communicating with each other.
ITEPP LIBRARY CHECKOUT PROCEDURES

ITEPP participants may check out books and materials by removing the library card from the item, dating it, signing it, and then placing the card in the box on the secretary's desk. ALL MATERIALS MUST BE CHECKED OUT BEFORE LEAVING THE BUILDING. If you need assistance in finding materials on a particular topic, please see the coordinator. All materials must be returned on a timely basis.

BASIC TERMS OF PARTICIPATION

Each program participant will receive a list of basic terms of participation upon entering ITEPP. Each of the items listed on this form must be followed in order to remain in the program. After reading each item carefully, the form must be signed and returned to the program coordinator.

ITEPP PROBATION

Any participant failing to adhere to the basic terms of participation will be placed on probation within the program. Failure to remedy the deficiency will result in dismissal from ITEPP.

5th YEAR CREDENTIAL STUDENTS

The students who are in the 5th year credential program within the Education Department are eligible to receive a monthly stipend. These students are not eligible for financial aid funds as other graduate students are. The stipends are distributed by the program secretary, generally on the last working day of each month. Exceptions are made during the months of December and May when stipends are available at the end of finals week.

A timesheet must be submitted to the program secretary at the end of each month, prior to receiving a stipend check. The timesheet reports the number of hours spent at a fieldsite and must be signed by a supervisor (classroom teacher or whomever else you work under). The timesheet form may be obtained from the coordinator or secretary.

BOOK ALLOWANCE PROCEDURE

Each semester an account will be established at the HSU Bookstore for each funded program participant. Textbooks and other materials needed for courses may be charged on this account. NO PERSONAL ITEMS (tee-shirts, books not required for courses, socks, candy, etc.) are to be charged.

After selecting items to be purchased, do not go through the bookstore cash registers, but to a special counter established for charge customers which will include "ITEPP" in the sign marking it. This special counter is in operation for the first two weeks of each semester. Items charged after that period must be taken to the main counter which is directly in front (north) of the cash register.

If your courses require books or materials that are not available at the HSU Bookstore, please see the program staff for purchasing instructions.
DISCUSSION GROUP

Another beneficial aspect of the ITEPP program is the group discussion held twice a month for participants. These discussion sessions afford students the opportunity to address special concerns and issues, including problematic situations encountered during fieldwork. These sessions provide on-going opportunities for the sharing and open discussion of individual problems and successes for the purpose of discovering remedies to difficult situations before they result in a disenchantment with the university or program. The program coordinator will schedule the Discussion Group around student class schedules.

FIELDWORK/PRACTICUM

The fieldwork/practicum component is an important aspect of the ITEPP program. The fieldwork experience is required during the student's senior year and optional during the junior year. The practicum experience is mandatory for all professional educational post baccalaureate year students. The fieldwork phase of the project requires participants to spend at least 6 hours per week during the semester in a public/private school or a reservation based school. The experiences provided in the fieldwork component include classroom experience, organizational management, and community and educational planning. By participating in the fieldwork experience, students gain the skills necessary to become successful educational personnel.

This fieldwork experience will fulfill the early classroom experience requirement in order to be admitted to the 5th year credential program. Students will be given academic credit for this experience.

TUTORIAL HELP

It is the ITEPP participants responsibility to discuss any difficulty with coursework to the ITEPP Coordinator in a timely manner so that tutorial services may be procured. The ITEPP program works in conjunction with the Student Affirmative Action office and the Learning Skills Lab in providing tutorial services to participants.

ACADEMIC ADVISING

The ITEPP participants will receive individual academic counseling and guidance from the program coordinator and director. Such assistance is designed to advise students of the appropriate courses of study leading to attainment of their respective academic goals. Permanent individual records are maintained by the ITEPP office. The program Coordinator will attain a copy of each student's finalized class schedule (including added or dropped courses), student grade sheets, and copies of other pertinent academic records. The ITEPP program is the advisor of record for ITEPP students and the coordinator works closely with individual major departments.

Prior to registering each semester, every ITEPP participant is expected to meet with the Program Coordinator for academic advising. Registration materials are picked up from the academic advisors.
REGISTRATION FEES

ITEPP pays for the registration fees of the funded participants. Please see the program Coordinator or Secretary for details on payment.

REGISTRATION

There are basically two registration procedures at HSU: one for continuing students and one for new, transfer, and returning students.

CONTINUING STUDENTS:

(Students who completed registration the previous semester.) Toward the end of each semester, registration materials for the following semester become available. These materials are picked up from your department advisor (ITEPP Coordinator).

There is usually only a short time between when these materials may be picked up and when they must be returned, so keep an eye out for the dates (they will be posted in the Campus Crier and the ITEPP Newsletter/Calendar). In addition to the registration packet, you will need a Class Schedule to complete the registration process. These are available at the HSU Bookstore for a small charge and lists all courses available for the semester.

After obtaining the registration packet, you must try to work out the best possible schedule with the classes you need to take (from the list provided by the program Coordinator) and the times they are offered. Be sure to read the registration instructions which are provided in the class schedule booklet. If you have any questions at all about registering, please consult the program Coordinator.

A few weeks after completing the registration process, you will be notified that computer schedules are available for pick up. This schedule will list the classes you have been registered for. Any changes made from this schedule must be completed at the time of class schedule pick up. The location will be announced each semester.

NEW, TRANSFER, & RETURNING STUDENTS:

Students in this category register just before each semester begins. There are usually only one or two days to complete this process, so you must be alert for the dates to obtain registration materials. Again, the program Coordinator will assist you with this process.

CHANGE OF NAME OR ADDRESS

A change of name (marriage, divorce, address, etc.) is to be filed with the Office of Admissions and Records on a "Request for Change of Records" form.
CATALOG

Every student should purchase a college catalog at the University Bookstore the year they enter the University. It may be charged on your textbook account. The catalog lists the courses you must take to complete the general education and major requirements for your degree. You do not change catalogs every year. The catalog you enter the University under remains in effect until you graduate or are given the option to change.

STUDY LISTS

Approximately the 4th or 5th week of each semester, the Records Office will make available an OFFICIAL STUDY LIST to be picked up by each student at a prearranged location which lists all the courses you are officially registered for. This list must be carefully checked for any errors. If a class you are attending is not listed, or a class you are not attending is listed, you must make these changes immediately at the time you pick up the class study list. The program Coordinator will help you with this process. Failure to correct errors will result in you not receiving credit for a class or receiving a grade of NC, F, or U (equivalent to an F).

A copy of this study list must be submitted immediately to the program Coordinator, in order that mid-semester evaluations may be sent to your instructors as per ITEPP requirements.

GRADE REPORTS

Following the completion of each semester, you will receive a grade report from the Records office. Please study this report carefully to be sure all the information is correct. Also, keep this report for future references.

TRANSFERRING UNITS FROM JUNIOR COLLEGE

A student may transfer units from a junior college at any time in an undergraduate program up to the maximum of 70 semester units. The student may satisfy specific course requirements beyond this limitation or may remove an advanced standing grade point shortage, but not more than 70 semester units may be applied toward the total unit count needed for graduation. You must have a copy of your transcripts from the other college sent to NSU before the units will be counted toward graduation.

CAREER DEVELOPMENT CENTER

Students are encouraged to utilize the services offered by CDC in their senior or fifth year program as the following are services provided by CDC:

The primary goals of the CDC include:

1. Assist students in the development of their career objectives, and provide information that will indicate the best strategy for reaching these objectives.

2. Assist students in obtaining experience during college which will help them either reach their career objectives or defray educational expenses through temporary, part-time, summer employment, or internships.

3. Provide graduating students and recent graduates with assistance in obtaining jobs appropriate to their career preparation and objectives.
STUDENT RIGHTS & RESPONSIBILITIES

To enable students to gain the ultimate value of an education, a number of students' rights are recognized and incorporated into the structure and procedures of the University. These rights include the freedom to affiliate and organize for educational, political, social, religious, or cultural purposes without restriction by University officials; opportunities to participate in the decision making process; and freedom of expression. Furthermore, every aspect of University life must be free from discrimination because of race, creed, national origin, sex, or religious belief. Privacy rights of students are protected under the federal Family Educational Rights and Privacy Act of 1974 (see section: Privacy Rights of Students in Educational Records) on page 400 of the 1986-87 HSU Catalog.

STUDENT GRIEVANCE PROCEDURE

The University Student Grievance Procedure establishes a final, formal channel by which students may seek redress of grievances concerning actions of the University and/or faculty, staff administrators, and officers of the University. However, steps toward redress of a grievance must begin with informal discussion between the concerned parties. Attempts to establish open communication should always precede initiation of the formal grievance process. The Vice President of Student Affairs is available to assist students in this informal discussion phase. Copies of the University Student Grievance Procedure can be obtained from the Vice President of Student Affairs.

GRADUATION CEREMONIES

All ITEPP students are encouraged to participate in the HSU Commencement Exercises in May. Toward the end of Spring Semester, announcements will appear in the "Campus Crier" advising you as to when graduation announcements and caps and gowns may be picked up at the HSU Bookstore and when practice will be held.
Academic Regulations

**Academic Status**

"Clear status" is held by students who maintain a 2.0 grade point average (GPA) overall (including their transfer credit) every semester. Students who drop below a 2.0 overall GPA in a semester will be placed on academic probation or "disqualified status". (See the heading in this section on "Academic Probation and Disqualification").

**Full-Time Status**

If you're an undergraduate student taking 12 or more units, you're full-time. Graduate students taking eight (graduate) units are full-time.

**Class Level**

Students are classified according to the number of semester units they've completed:

- **Freshmen**: less than 30 units
- **Sophomores**: 30 to 59.9 units
- **Juniors**: 60 to 89.9 units
- **Seniors**: 90 or more units

**Double Major (Second Major)**

You may earn a bachelor's degree with two majors by completing the requirements for both programs. Although both of these majors will be recorded on your permanent record, you receive only one degree.

**Double Degree (Second Degree)**

Undergraduate. If you want to earn two bachelor's degrees, you need to complete all specific requirements for both degrees as detailed in this catalog. A minimum of 30 semester units—beyond the requirements of the first degree—must be completed at Humboldt State. This is called the "residency" requirement. Of these 30 units, 24 must be upper division—of those 24, 12 must be in the second major.

Graduate. A second master's degree requires preparation equivalent to an undergraduate major in your field, and a minimum of 24 units—beyond the requirements of the first degree—must be taken at Humboldt (this is to fulfill the residency requirement). In addition, you will need to meet the requirements set by your departmental committee.

**Change of Major, etc.**

If you want to change your major, advisor, or pre-major, you will need to file the appropriate forms with the Office of Admissions and Records. Please note you will need several signatures from the department before you file these forms, and some departments may have additional requirements.

Forms for declaring a second major are available from the Office of Admissions and Records.

**Grading System**

- A: Outstanding achievement
- B: Commendable, but not outstanding performance
- C: Satisfactory achievement
- D: Minimum performance
- F: Failure without credit
- CR: Credit for successful completion of CR/NC course requirements
- NC: No credit
- I: Incomplete
- U: Unauthorized incomplete
- SP: Satisfactory progress
- W: Withdrawal
- RD: Report delayed
Incomplete. An Incomplete (I) means you have not completed course work in the time period provided due to "unforeseen but fully justified circumstances," and that there is still a possibility that you can complete the necessary assignments. You should talk to the instructor and reach an agreement about fulfilling the requirements for the course.

You'll be given one year from the time the class ended to complete these requirements. The instructor will then change your grade of "I" to an appropriate grade. If you don't complete the requirements on deadline, the incomplete will be counted as an "F".

Unauthorized Incomplete. The symbol "U" means you did not complete the course and did not formally withdraw from the course. An instructor may assign a "U" if the student did not satisfactorily complete assignments of course work. When computing your GPA, the "U" is equivalent to an "F".

Satisfactory Progress. This mark is given when a course continues beyond the semester and your work to date has been satisfactory (SP). A final grade will be given when you complete the coursework. (Any extension of time to complete your work requires you to obtain prior authorization from the president or his designee.)

Withdrawal. This mark (W) means you were permitted to drop a course for "serious and compelling reasons" after the second week of Instruction. There is a service fee charged for this. You need approval from the instructor and the head of the department, both of whom must sign the required "drop card" by the date specified in the schedule of classes. A mark of "W" carries no grade and is not used to compute your GPA.

Report Delayed. This symbol, "RD," means reporting of your grade has been delayed due to circumstances beyond your control. The "RD" is replaced by an appropriate grade as soon as possible. The "RD" is not computed in your GPA.

The grade point average is used to rate a student's scholarship. The GPA is also used to rank your scholarship with other students; as requirements for admission and attendance; and to evaluate honors. The GPA is computed by dividing the number of grade points by the number of units.

A plus (+) or a minus (−) may be assigned by the instructor. These affect the GPA by .3 points (add .3 for a plus, subtract .3 for a minus.) There are no A+, D-, F+ or F− grades given.

Following are grades and their points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
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<tr>
<td>A−</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
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<tr>
<td>B−</td>
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<td>C−</td>
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<tr>
<td>D+</td>
<td>1.3</td>
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<tr>
<td>D</td>
<td>1.0</td>
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<tr>
<td>F</td>
<td>0.0</td>
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</table>

Mandatory Credit and No-credit. Some courses are offered only for credit/no credit; no letter grades are given. Examples are activity courses, thesis projects, field projects, independent study courses, specialized courses, etc.

Optional Credit & No-credit. Students have a choice in some courses of taking a letter grade (A, B, C, etc.) or credit/no-credit. If you take a course which has this option, you must tell the instructor by the third week of class if you are signing up for the credit/no-credit option. Otherwise, you'll receive a letter grade.

At Humboldt, students may take only one optional credit/no credit course per semester. No more than 24 semester units of credit/no-credit will be counted toward your bachelor's degree.

You cannot take optional credit/no-credit for courses within your major.

If you are an undergraduate student and receive a credit for a course, this is the equivalent of a passing grade (A, B or C). If you receive a no-credit, this is the equivalent of a D or F.
If you are a graduate student, a credit is the equivalent of an A or B. A no-credit is the equivalent of a C or lower. You may take courses for credit/no-credit only in mandatory credit/no-credit courses, and no more than one-third of your master's degree courses can be taken credit/no-credit.

Students may earn graduate credit or credit toward a fifth year credential (during their senior year) under the following circumstances:

**Graduate credit:**
- a) you must have no more than six units remaining to complete requirements for the bachelor's degree;
- b) your cumulative GPA must be 2.50 or higher;
- c) the applicable courses must be upper division or graduate level;
- d) your degree check must be on file at the Office of Admissions and Records.

**Credential credit:**
- a) you must be admitted to the teacher education program;
- b) the applicable courses must be upper division or graduate level, or lower division courses which must be approved in advance by your academic advisor;
- c) your degree check must be on file at the Office of Admissions and Records.

You may earn credit for a course by taking an exam rather than enrolling in the class. You'll need to first file a petition to "challenge" the course, and then, to earn credit, you must pass the exam. Please note that courses which you challenge by exam will not count toward your residency requirement at Humboldt. (An explanation of the residency requirement is included in Section 7 of this catalog.)

**Extension and Correspondence.** Students can earn no more than 24 semester units in extension or correspondence courses to count toward their bachelor's degrees. Please note these courses may not be counted toward the "residence" requirement.

**Transfer Credit.** No more than 70 semester units earned at an accredited community college may be transferred to Humboldt (under the provision of the California Administrative Code, Title 5, Education.)

**Military Credit.** Students may earn credit for one year or more of active military service. A certified copy of the DD-214 form must be filed at Humboldt.

Students may earn credit for education and training courses completed in military programs based on recommendations published in "A Guide to the Evaluation of Education Experiences in the Armed Forces."

Students may audit certain classes, with the instructor's consent, except for activity or laboratory classes. If you audit a course, it will not be recorded on your permanent record and won't count in your course load. Please note that auditors pay the same fees as other students.

To audit a course, you must file a petition with the Office of Admissions and Records.

If you've decided to audit a class, and then change your mind and wish instead to sign up for credit, you must do so prior to the final day of the "add-drop" deadline.

Undergraduate and graduate students may repeat courses (one repeat per course), but both grades you received will be entered on your permanent record and included in your grade point average.

Undergraduate students have the alternative of submitting a petition to the Office of Admissions and Records if they wish to repeat a course and receive only the most recent grade. This form must be filed at the start of the semester after you register for the course. You can use the petition only once for any given course. If you received a NC, I, W, U, SP or RD, your petition is not acceptable.

**Note:** If you took a course when Humboldt was on the quarter system, and you wish to repeat the course, you first need to find out which semester course is equivalent to the one you took. Copies of the Course Equivalency Table are available from the Office of Admissions and Records, the Academic Information and Referral Center, and the department which offered the course.
<table>
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<tr>
<th>Program Load Regulations</th>
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<tr>
<td>If you want to take a course at Humboldt which you took previously at another college, you will need permission from the Humboldt department which offers an equivalent course. You’ll need a Repeat Policy Petition, which must be signed by the department head. Then, the petition must be turned in to the Office of Admissions and Records. Please note that you cannot repeat a course (which you originally took at Humboldt) at another college, and then use the Repeat Policy Petition to substitute that course here.</td>
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<tr>
<td>Although the University does not limit the number of units students take each semester (except for freshmen), students are advised to enroll for no more than 20 units. Freshmen in their first semester may take no more than 18 units.</td>
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<tr>
<th>Catalog Election &amp; Continuous Enrollment</th>
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<tr>
<td>As a student in continuous attendance (defined as enrollment in at least one semester or two quarters during each academic year you’ve been in college), and if you have been enrolled in the same degree major, you may choose to meet the requirements for graduation which are specified in the HSU catalog which was in effect: a) when you first enrolled in any college, b) when you graduate, or c) when you first enrolled at Humboldt. Please note that the change from quarter to semester at Humboldt may mean you may need to apply the requirements for graduation from more than one catalog. You may find that substitutions for discontinued programs may be required. Please contact the Office of Admissions and Records for more information.</td>
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<tr>
<th>Class Enrollment</th>
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<tr>
<td>At Humboldt, students are not admitted to a class unless their names appear on the instructor’s class list. An exception to this is made for students who wish to enroll for noncredit in activity courses which normally give credit: athletics, chorus, choir, orchestra, band, radio, forensics, dramatic workshops, evening dance, etc.</td>
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<th>Late Registration</th>
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<td>Eligible students may register late (up to the end of the second week of the semester) through the Office of Admissions and Records. A $25 late fee is charged. Students must get the signature of the head of the department (and, in some cases, the instructor) for each course taken.</td>
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<tr>
<th>Attending Classes</th>
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<tr>
<td>At Humboldt, regular and punctual class attendance is expected. Each instructor makes his or her own regulations for attendance requirements. <strong>First Week Attendance.</strong> If you don’t attend every class meeting during the first five days of the semester, and if you don’t notify the instructor or department secretary in advance of your absence, then your space may be given to another student. If you are crossed off the instructor’s class list, you must file a drop form with the Office of Admissions and Records before the end of the second week. If you don’t, you will be given a “U” grade (Unauthorized Incomplete).</td>
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<tr>
<th>Adding &amp; Dropping Courses</th>
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<tr>
<td>Students may add a course up to the tenth day of instruction (in a semester) with approval of the instructor. If you drop a course within the first two weeks of instruction, you won’t receive a grade or a record of having taken the course. But if you drop a course after this deadline, you will receive a grade of &quot;W&quot; (Withdrawal) if the head of the department and the instructor approve your request to drop the course for &quot;serious and compelling reasons.&quot; If you do not receive approval to drop the course, you may petition the Academic Regulations Committee. Check with the Office of Admissions and Records for details.</td>
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<tr>
<th>Undergraduate Academic Probation &amp; Disqualification</th>
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<tr>
<td>Your status at Humboldt is determined by your overall performance (measured by your total grade points and cumulative GPA.) You may be placed on academic probation if your cumulative GPA (which includes transfer work) falls below 2.0. You may be removed from academic probation when your GPA reaches at least 2.0 in courses you have taken at Humboldt State. In addition, your cumulative GPA (which includes transfer work) must be at least 2.0.</td>
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### Reinstatement

You could be disqualified—asked to leave the University—for the following academic reasons:

**Lower division students** (freshmen and sophomores who have completed less than 60 semester units): If your marks fall 23 or more grade points below a 2.0 GPA on units attempted at Humboldt and at other colleges.

**Juniors** who have completed 60 to 89 semester units: If your marks fall 14 or more grade points below a 2.0 GPA on units attempted at Humboldt and at other colleges.

**Seniors** who have completed 90 semester units: If your marks fall 9 or more grade points below a 2.0 GPA on units attempted at Humboldt and at other colleges.

If you've been disqualified, you may petition the Office of Admissions and Records for reinstatement. In most cases, reinstatement will be granted only after the lapse of at least one semester and presentation of evidence that you can earn grades at the required level.

### Holds on Registration Materials

If you have unpaid library fines or other financial debts owed the University, or if you haven't had appropriate transcripts forwarded to Humboldt, a hold may be placed on your registration materials, meaning you won't be allowed to register for the semester until your fees are paid.

### Exclusion from Courses

If you withdraw from a course, or don't complete an impacted course, you may not be allowed to enroll again in the course the next time it's offered—if there is a waiting list. If this should happen twice—you withdraw or don't complete an impacted course twice—the head of the department may exclude you from the course altogether.

If you neglect class work, are discourteous, or "persist in practices annoying to the instructor or class," then an instructor may exclude you from class.

### Withdrawal from Humboldt

If you withdraw from Humboldt after the second week of class, your instructors may assign you grades of "W", "NC" (No Credit) or "F" (Failure without credit), depending on the quality of your work. The date of your withdrawal is interpreted as your last day of attendance in class. If you are withdrawing from Humboldt as a result of illness or unavoidable circumstances, you may receive grades of "I" (Incomplete.) "This privilege shall be granted only to those students whose work justifies a passing grade at the time of withdrawal," according to the Office of Admissions and Records.

### Educational Leave

Some students may take a leave from the University due to a variety of reasons: to complete a related educational program, to pursue an academic interest, etc. Students may take an educational leave for personal reasons without penalty under special circumstances. More information is available from the Office of Admissions and Records and the Academic Information and Referral Center.

### Transferring to Another Institution

Please consult with the institution where you plan to transfer for specific requirements. (Humboldt State is accredited by the Western Association of Schools and Colleges, and by the State Board of Education, which assures you that institutions accredited by the same [or similar] boards will accept your credits.)

### Applying for Graduation

Humboldt students who have earned 90 units—seniors—must apply for graduation by filing with the Office of Admissions and Records. The staff will evaluate your work and inform you of courses you may still need in order to graduate. Students pay a fee for this service.

### Honors at Graduation

Humboldt students who rank in the top ten percentile of those who earn their bachelor's degrees may be eligible for the following honors at graduation:

**Summa Cum Laude** (highest honors) are awarded those who earn a minimum 3.75 GPA, the top one percent of those graduating.