

## FACULTY HANDBOOK

### CHAPTER III

#### THE SYSTEM OF INSTRUCTION

300

##### ACADEMIC MASTER PLAN FOR THE CALIFORNIA STATE UNIVERSITY SYSTEM

The [\*Master Plan for Higher Education in California\*](#), 1960-1975, was enacted through the [\*Donahoe Higher Education Act of 1960\*](#). This legislation brought together the individual state colleges under a [\*Board of Trustees\*](#) and delineated the functions of the State's three segments of public higher education. For the CSU, the primary function is defined as:

*...the provision of instruction for undergraduate and graduate students, through the master's degree, in the liberal arts and sciences, in applied fields and in the professions, including the teaching profession.*

The differentiation of functions, and the specific charge to the CSU, were reaffirmed in 1974 by the Legislature.

In 1963, the system's Board of Trustees adopted dynamic planning policies which were designed to regularize curricular development and guide program distribution in the rapidly expanding system, and facilitate the progress of each individual campus in meeting the primary function as expressed in the statewide master plan. These policies, published in the 1963 *Master Plan for the California State Colleges*, are still in effect. They may be summarized as follows:

- Curricula are to reflect the needs of students **and** of the State.
- The foundation program for all campuses in the system consists of the liberal arts and sciences, business administration and teaching. (The Board defined specific subject areas which would be regarded as the "Broad Foundation Program.")
- Programs in applied fields and professions other than those above are to be allocated within the system on the basis of (1) needs of the State; (2) needs of the campus service area; and (3) identification of employment opportunities.
- "All colleges cannot be all things to all people." Curricula in the applied fields and professions are therefore to be located in a system-wide pattern that will achieve an equitable and educationally sound distribution of programs throughout the State.
- While all campuses may wish to offer the same programs, the Trustees exercise great selectivity in the final approval of new curricula.
- Specialized, high-cost programs are to be allocated on the basis of review and study of the individual subject area.

Subsequent policies adopted by the Board include the following:

- Degree programs are to be broadly based and of high academic quality.

- Unnecessary proliferation of degrees and terminologies is to be avoided.
- A formal review of existing curriculum is to be conducted by each campus as part of the overall planning process.
- The Academic Master Plans serve as the basis for campus master planning (facilities).

Responsibility for implementing Trustee policy with respect to System-wide curricular development is delegated to the Chancellor. The Academic Master Plans are submitted by each campus to the [Chancellor's Office](#), where suggested projections are reviewed individually and in the context of the campus' total offerings and projections, the offerings of the system, and where applicable, the State. They are also reviewed in terms of campus resource capabilities. Following the annual review and updating, the plans are submitted to the [Board of Trustees](#). Trustee endorsement of all degree program projections is required before proposals for individual programs can be submitted for approval. Shortly before the planned date of implementation, programs are submitted in accordance with an appropriate format. The review and approval of new degree programs that have been endorsed by the Board of Trustees is a function which the Board has delegated to the Chancellor. Requirements and procedures also have been developed for submitting periodic reviews of existing degree programs with the annual master plan revision. Each degree program must be reviewed at least once every five years.

### 301

#### ACADEMIC MASTER PLAN FOR HUMBOLDT STATE UNIVERSITY

"Academic Master Plan" in this context refers to the formal plan submitted to the Office of the Chancellor on an annual basis (please refer to section 300). The annual plan reflects existing majors and proposed additions and deletions. Such changes are normally proposed as a result of recommendations submitted to the [Office for Academic Affairs](#) by college deans on behalf of their faculty. The [Integrated Curriculum Committee](#) is the consultative body which advises the Provost and Vice President for Academic Affairs on Master Plan changes as they affect the instructional program as a whole.

### 302

#### GENERAL EDUCATION

"General Education" in this context refers to that portion of the baccalaureate degree program that meets CSU Trustee breadth requirements (set forth in Title V and in Chancellor's [Executive Order 595](#)) as interpreted by the campus. The General Education program has distribution requirements in five different areas intended to insure breadth in curricular diversity. However, the program is also intended to have breadth in that the separate components contribute to the achievement of goals having broad general applicability to the lives of students after graduation. The University Curriculum Committee is the consultative body that advises the Provost and Vice President for Academic Affairs on the General Education program.

Responsibility for approval and evaluation of specific courses in the program may be delegated to colleges normally responsible for instruction in that area. For example, responsibility for approval of courses that meet written communication requirements would be assigned to the college wherein the English Department is located.

### 303

#### GRADUATE PROGRAM

The essential information regarding graduate study at HSU is contained in the section of the [HSU](#)

[Catalog](#) under Graduate Study.

The administration of the graduate program regulations is the responsibility of the [Vice Provost and Dean of Undergraduate and Graduate Studies](#), who may assemble departmental graduate coordinators/advisors for assistance as circumstances warrant.

Curriculum matters in the graduate program are the responsibility of the [Integrated Curriculum Committee \(ICC\)](#) where the Graduate Council has representation by way of a Program Coordinator. The ICC forwards recommendations on curriculum to the University Senate and the [Provost and Vice President for Academic Affairs](#).

### 304

#### REQUIREMENTS FOR GRADUATION

Basic minimum requirements for degree programs are found in the regulations of the Trustees of the CSU and the provisions of these regulations are binding upon the University.

Additional detail of requirements for degree programs, including the specifics of general education for HSU students, the specifics of majors and minors, as well as of various credential programs, are found in the [HSU Catalog](#).

All requirements for degree programs, of whatever category, are processed through channels for approval by the University Curriculum Committee.

### 305

#### SECOND DEGREES

For the second bachelor's degree the student is required to complete all of the specific requirements for the degree shown in the *HSU Catalog* and to obtain a minimum of 30 semester units in residence at HSU beyond the requirements for the first degree.

For a second master's degree, the student must possess the preparation equivalent to an undergraduate major in the field, and must complete a minimum of 24 semester units beyond the requirements for the first degree. These units must be taken at HSU in order to fill the residence requirements. All graduate degrees must include a culminating experience (thesis, project, or comprehensive examination) as required in the catalog.

### 306

#### TEACHING CREDENTIALS

The University offers programs that have been approved by the [Commission on Teacher Credentialing](#) as qualifying successful candidates for a teaching credential without examination. Details of such programs are to be found in the *HSU Catalog*.

### 307

#### ADMISSION TO CREDENTIAL PROGRAMS

Regulations of the [Trustees](#) and of the Commission on Teacher Credentialing require that there be a procedure of selection used in approving admission of a student to a program of studies leading to a teaching credential. Details of the procedure followed at HSU are to be found in the *HSU Catalog*.

**308****NON-CREDIT COURSES**

Non-credit courses and institutes offered through the extension program shall be submitted for advice and/or comment to the appropriate college dean and/or department chair prior to the offering being scheduled by the [College of eLearning and Extended Education](#). The utilization of University facilities and the use of University equipment are subject to approval by the dean and department chair. Should there be no reasonably congruent program or programs in a college, approval of the [Office of Academic Affairs](#) shall be required. Non-credit courses or institutes, as well as those offered for credit, will be reported to the faculty via the department chair.

**309****INTERNATIONAL PROGRAMS OF STUDY**

The CSU sponsors and administers a program of study overseas in various parts of the world. On the HSU campus [Study Abroad Programs](#) are coordinated by the [Center for International Programs](#). A statement concerning international programs of study is found in the [HSU Catalog](#) in the section on student life.

The HSU representative to the statewide Academic Council on International Programs is elected by the University Senate for a term of three years.

**310****APPROVAL OF GRADUATES**

Upon the recommendation of the faculty, the Trustees of the [CSU](#) grant diplomas to graduates who have completed prescribed courses of study.

Faculty approval of the graduates is effected by approval of the list of candidates by the [University Senate](#). This approval follows distribution of the list of candidates for graduation to department chairs and any other faculty who request them. The list sent to department chairs should be posted for review by concerned faculty. The [Division of Enrollment Management and Student Affairs](#) shall also distribute to all faculty, each semester, a memorandum advising faculty of the posting of the list. Provision is made that objections by faculty members to names on the list submitted by the Division of Enrollment Management and Student Affairs be heard by the Educational Policies Committee of the University Senate.

The list of candidates at a summer session commencement requires the approval of the summer session faculty only.

**311****EXTENDED EDUCATION CREDIT COURSES**

In keeping with University policy, courses offered for credit through the [College of eLearning and Extended Education](#) should be approved following appropriate consultative procedures and review. It may be that in some instances (particularly those involving interdisciplinary studies) no single department may be willing to assume responsibility to initiate such a review. In such a case, the College of eLearning and Extended Education should request the dean of a college to take the proposal to his or her college curriculum committee for a recommendation. The determination as to which college should conduct the review should be made on the basis of programmatic similarity. If no college committee is willing to assume responsibility for review, the Associate Vice President for the College of eLearning and Extended Education should request that the Vice Provost of Academic Programs and Undergraduate

Education take the proposal to the Integrated Curriculum Committee for a recommendation.

**312****CLASS SCHEDULE**

A [Class Schedule & Registration Guide](#) is published each semester by the Office of the Registrar and copies are furnished to faculty and staff. Extra copies are available for sale in the bookstore. Courses not listed in the *Class Schedule & Registration Guide* or in published addenda to the schedule cannot be offered unless special authorization is obtained from the [Office for Academic Affairs](#).

**313****UNITS (CREDITS)**

The study program of the student is measured in semester units, which are defined as one semester unit for one hour a week of lecture or class instruction for one semester, or its equivalent in laboratory, fieldwork, or other types of instruction. In general, it is expected that the average student will spend two hours of preparation for one hour of lecture.

**314****GRADES AND GRADING**

The [HSU Catalog](#) contains a section describing the system of letter grades used at the University. Instructions for the reporting of grades are furnished to instructors by the [Division of Enrollment Management and Student Affairs](#). It is essential that the time limit set for turning in grade reports be adhered to so that student records can be updated and official, up-to-date transcripts can be provided.

The [Class Schedule & Registration Guide](#) contains a statement about the credit/no credit system of grading for certain classes. Grades are determined by the instructor. Once reported they can be changed by the instructor only because of an error in computation or judgment in evaluation of work completed during the academic term in which the course was taken. The instructor shall initiate changes, together with an explanation for each change, and forward them for approval to the department chair and the dean of the college. Authorized changes shall then be reported to the [Division of Enrollment Management and Student Affairs](#).

This policy does not permit the application of differing criteria or altered requirements for individual students after the evaluation procedure has been completed for the class.

In cases of academic dishonesty on the part of students, instructors may award a zero or failing grade on the examination, paper, or project, or may fail the student in the course. Disciplinary action may be imposed only by the [Vice President for Student Affairs](#) (President's designee) following a disciplinary hearing. Complaints of academic dishonesty against a student should be referred to the University Discipline Coordinator in the office of the Vice President for Student Affairs. This person is responsible for receiving such complaints, conducting hearings, and making recommendations to the Vice President for Student Affairs. (See also [Section 602](#) and [Appendix H](#).)

The assignment of unreported grades in the case of instructor unavailability (e.g., serious illness, protracted leave, resignation, separation, or death) shall be completed by the department chair or college dean.

**315  
GRADE POINT SYSTEM**

Grades are weighted with a grade-point system prescribed in regulations of the Trustees. The catalog contains a description of the grade-point system used at the University.

**316  
HONORARY DEGREES POLICY**

A campus-wide announcement for nominations will be issued by the President in early September of each academic year. All nominations must be accompanied by a letter of nomination, vitae or dossier, and other documentation justifying the awarding of an honorary degree. All nominations must be received by mid-October. The University Senate Executive Committee shall function as the *ad hoc* Committee on Honorary Degrees in accordance with CSU policy. Review of nominations shall be completed by mid-November and a recommendation forwarded to the President and the University Executive Committee for consideration. Following consideration of the recommendations, the President may select no more than two nominations to be forwarded to the Chancellor's Office (per University Senate Resolution [#18-04/05-EX](#), approved September 6, 2005).

**317  
HONOR SOCIETIES**

The [HSU Catalog](#) contains a statement about student scholastic honor societies that have been established on campus for those students whose academic records are superior.

**318  
PRESIDENTIAL SCHOLARS**

Students who have completed 15 units at HSU the previous semester, of which at least 12 units are graded A-F, and with a cumulative grade point average of 3.85 or better, shall be designated as Presidential Scholars. The designation "Presidential Scholar" shall appear on the student's transcript.

Changes to the criteria may be made by action of the [University Senate](#) upon approval of the President.

**319  
ADMISSIONS**

Admissions to a CSU campus are governed by regulations of the [Trustees](#) and directives from the [Office of the Chancellor](#). The *HSU Catalog* contains a section that furnishes the pertinent detail of admissions policies and procedures.

**320  
LIMITATION OF ENROLLMENT**

It is necessary to limit enrollments when applicants for admission as new students are in such number as to indicate that the total enrollment can be expected to be significantly greater than the resources of faculty, space, and support can assimilate. In such cases, the decision to limit and the choice of method rests with the [President](#), with recommendation to be made by the [Provost and Vice President for Academic Affairs](#). Policy matters related to limitation of enrollment are submitted to the University Senate for its consideration.

**321****CLASSIFICATION OF STUDENTS**

Various administrative needs are served by having students classified in certain ways. Regulations on classification are system-wide in application. The University's *HSU Catalog* contains the criteria for the classification of students. These appear in the section on academic regulations and in the section on graduate study (for graduate students).

**322****PROBATION AND DISQUALIFICATION**

The University's *HSU Catalog* contains specific information on student academic standing, i.e., good standing, academic probation and disqualification. This information appears in the section on academic regulations for both undergraduate and graduate level students.

**323****REINSTATEMENT**

Students who have been disqualified for academic reasons may be reinstated if a careful evaluation of the evidence suggests that there is likelihood that the student will be successful on his/her return to the University. The *HSU Catalog* contains a statement about student reinstatement.

**324****WITHDRAWAL FROM THE UNIVERSITY**

Student withdrawal from the University requires adherence to certain formal procedures if the interest of the student is to be protected. The [HSU Catalog](#) contains a statement in the section on academic regulations, as does the [Class Schedule & Registration Guide](#).

**325****FEES**

The kinds and amounts of fees charged to students are established by action of the [Trustees](#) of the [CSU](#). These fees are subject to change by the Trustees. General fee information is listed in the Catalog and specific course fees are printed in the *Class Schedule & Registration Guide*.

**326****ADMISSION TO CLASSES**

Students are admitted to classes only through official enrollment evidenced by class lists and notices of late additions. The only exception permitted is enrollment for no credit in those student activity courses for which credit is normally given.

**327****AUDITORS**

The *HSU Catalog* contains a statement about auditors in classes. There is formal procedure for accounting for auditors and they are considered as enrolled in the class. Faculty members at times audit a colleague's classes with the permission of that faculty member whose class is attended. This courtesy is not extended when it would result in displacement of a student, as in the case of some laboratory classes.



**328****ENROLLMENT BY SENIORS IN GRADUATE COURSES**

Selected and qualified seniors may be permitted to enroll in 500- or 600-series courses for the purpose of furnishing them a valuable educational experience. Such course work should not be used as a substitution in the undergraduate major program, but should serve as an enrichment of it. Care should be taken that students who will continue into graduate work will not have their graduate programs jeopardized. Requests are handled by petition with the approval of the instructor of the course, the student's advisor, and the chair of the department or program in which the course is given. This policy applies to special session courses, as well as regular session courses.

**329****ACADEMIC HONESTY, CLASS ATTENDANCE AND DISRUPTIVE BEHAVIOR**

The *HSU Catalog* contains the university policies on academic honesty, class attendance and student discipline.

**330****CREDIT BY EXAMINATION**

A student may challenge by examination most of the courses in the undergraduate curriculum. There are obvious exceptions where the chief measure of the course is in terms of experience or skill in performance rather than content that can be tested, e.g., intercollegiate football, symphony orchestra, and student teaching.

To challenge a course the student must first file a petition, which requires approval of the appropriate department chair and the instructor administering the examination. The student then registers for the course at the next registration period. Then, at the convenience of the department involved, the student will take the course examination. The grade earned on the examination will be posted to the student's record.

**331****DISMISSAL OF CLASSES**

It is recognized that from time to time individual faculty members may decide that particular classes should be adjourned to enable the student to participate in appropriate guest lectures, academic convocations, or special seminars. The faculty member must, in such circumstances, be assured that such activity furthers the academic goals of the students in that particular class. If called upon to do so, the instructor must be prepared to justify such dismissal.

Dismissal of classes as a demonstration in support of particular social or political movements or goals does not fall into this category. Such dismissal constitutes unwarranted and unprofessional interference with the student, causing deprivation of expected academic experience and forcing support of political or social goals with which the student may not be sympathetic.

**332****CAMPUS CLOSURE**

In accord with [Executive Memorandum P03-04](#), and Title V, California Code of Regulations, sections 41302 and 42402, the [University President](#), or designee, is the only person(s) who may direct a campus closure. It is the policy of HSU that whenever there is an immediate or potential danger to life (including health and/or safety) and property, the University will take every possible action necessary to protect life



and property.

### 333

#### **SUPERVISED INSTRUCTION COURSES**

Supervised instruction is defined as a mode in which instruction is offered to students by faculty on an individual basis rather than to them as a class or group. The nature of this instruction is reflected in the formula by which resources and work load are calculated and is generally referred to as S-factor instruction. There are numerous conventional applications of supervised instruction in our program. Some of these are reflected in various course titles (e.g., Directed Study, Independent Study, Field Problems, Directed Field Experience, and Internships.) These courses have been established for students who are capable of and qualified for working on a topic, problem, or line of inquiry on an individual basis. Such courses are not to be offered to groups of enrollees meeting in classes. The unit value of the courses may vary and should be commensurate with the level of work and level of achievement required.

Supervised instruction courses are not to be offered as substitutes for other courses offered by the University. At the discretion of the academic advisor, department chair, and college dean, a course may subsequently be waived upon satisfactory completion of an equivalent special problem in a supervised instruction course. The above policy applies to courses offered in both regular and special sessions.

Enrollment in these supervised instruction courses is limited to those students who have an adequate background for the kind and level of work to be done. Approval of the supervising faculty member and the respective department chair or program leader is required for such enrollments. Approval is also required by the college dean whenever the course is not a part of a degree or credential requirement and would result in faculty load credit.

Limitations, if any, on the number of times these courses may be repeated or taken are specified by the department, within the policies and procedures established for the college. The maximum number of units earned in these courses that may be applied to graduate degree programs is specified in the [HSU Catalog](#) section on graduate study.

Since supervised instruction courses require staffing at low student-faculty ratios, it may be necessary that the dean or department chairs limit access to such instruction and to the faculty work load credit which may be allowed for it.

### 334

#### **CONFERENCE COURSES**

In exceptional circumstances, a course may be offered to a student through an arrangement for conference with an instructor. Before this is arranged, there should be clear demonstration of an urgent need of the student, a willingness of the faculty member to commit the required energies to teaching the course in this manner, and recognition that it is feasible to teach the particular course by the conference method. Approval of the department chair is required, and the student must be enrolled in the course in accordance with the usual procedures and subject to the usual scheduling procedures and deadlines.

### 335

#### **TEXTBOOKS**

For those instructors who use textbooks in their classes, there is an [HSU Bookstore](#) whose services are available for ordering textbook stocks. Forms are provided for ordering.

336

**COURSE REQUIREMENT INFORMATION - COURSE SYLLABI**

Faculty are encouraged to provide course requirement information to all students enrolled in their classes no later than the end of the first week of classes including, but not limited to: course goals and requirements; instructor grading policy; attendance requirements; policy on due dates and make-up work; required texts and other materials; instructor availability outside of class, including office hours and the office telephone number; and the instructor drop policy. Any changes in course requirements are to be communicated to students in an expedient and timely manner (per University Senate Resolution AS-1061,79, approved May 10, 1979.) Additionally, for general education courses, the syllabus is to include the general education objectives appropriate for that course (per University Senate Resolution [#22-01/02-EP](#), approved October 31, 2002.)

337

**COURSES WITH FINAL EXAMINATIONS**

The schedule for final exams is developed by the [Office for Academic Affairs](#) and published in the *Class Schedule & Registration Guide* by the Office of Enrollment Management. Faculty are urged to include the dates and times of the final evaluation for the class in the course syllabus or other course schedule. Any student who finds it impossible (for serious and compelling reasons) to participate on the date, time or place scheduled, must make arrangements in advance with the instructor. Final examinations will be determined by individual faculty based on course content and mode of delivery.

338

**INTERSHIPS AND DIRECTED FIELD WORK PROCEDURES**

Internships and directed field work are supervised academic learning experiences in an applied or field setting as distinguished from the classroom or laboratory.

The work of the student is carried on through the stages of observations and participation under the guidance of carefully selected on-site supervisors and on-campus faculty supervisors. Cooperative arrangements with schools, businesses, and public agencies make possible a wide variety of academic learning experiences.

The work involves professional responsibilities that must be met promptly and regularly and includes the following requirements:

1. An initial meeting with the student and on-campus faculty supervisor to discuss expectations and guidelines for the internship.
2. Periodic reports throughout the term and a final oral and written report by the on-site supervisor.
3. A final oral and written report by the student.
4. Final evaluation session by the on-campus faculty supervisor with the student.
5. Students whose internships are in the summer must enroll and pay for these units in the summer session unless other arrangements have been approved by the college dean. Alternative arrangements must be forwarded to the [Provost and Vice President for Academic Affairs](#) and the [Office of Extended Education](#).
6. On-campus faculty supervisor must meet with the student at least twice during the internship. Initial

and final meeting may be used to satisfy this requirement.

7. Normally, the on-campus faculty supervisor will meet with the on-site supervisor at the learning activity site once a year.

### 339

#### PROCEDURES AND GUIDELINES FOR APPROVAL OF COURSE OR PROGRAM ADVERTISEMENT

Advertisement of courses or programs requires the approval of the college dean in whose jurisdiction the initiating unit of the faculty member proposing the advertisement is assigned. For example, advertisement of a course proposed by a faculty member in Communication requires the approval of the [Dean of the College of Arts, Humanities, and Social Sciences](#).

The normal places for advertising or announcing classes are the catalog and the [Class Schedule & Registration Guide](#). Notice may be drawn to particular classes which represent a special topic or a new or unusual opportunity for students in three ways:

- (1) Descriptions in an appropriate appendix or introduction to the class schedule. [Faculty seeking notice by this method should submit a proposed text through the department chair/program leader to the college dean. Limited space may necessitate some restrictions as to scope.]
- (2) By memorandum or letter to faculty colleagues through the campus mail.
- (3) By posting a description on the faculty member's department or program bulletin board.

Other announcements such as posters, handbills, flyers, or other broadcast methods are in aggregate, costly, unsightly, mutually diminishing in effect, and prohibited. Advertisements for a particular course or program may not refer to any other course or program without written approval of the dean within whose jurisdiction authority for other courses or programs referred to is assigned.

### 340

#### EDUCATIONAL OPPORTUNITY PROGRAM (EOP)

The [Educational Opportunity Program](#) is designed to serve students who are culturally, educationally, and economically disadvantaged. The philosophy of the program is to consider students from low income and ethnic backgrounds, especially those from first-generation, college student families.

### 341

#### INDIAN TEACHER AND EDUCATIONAL PERSONNEL PROGRAM (ITEPP)

A program for the preparation of persons of Native American origin for service as teachers in the schools of California was initiated in 1969 at the University under federal funding as a project under the Educational Personnel Development Act. [ITEPP](#) is university-wide in its impact. The program keeps in close contact with faculty in the student's major area.

### 342

#### INDIAN NATURAL RESOURCE, SCIENCE AND ENGINEERING PROGRAM (INRSEP)

The Indian Natural Resource, Science and Engineering Program ([INRSEP](#)) is a program designed to provide supportive services for Native American students in the College of Natural Resources and Sciences. The program's components provide broadly: 1) recruitment, 2) retention, 3) career

development, and 4) assistance with career placement. The program provides a place for Native American students to gather and study together. Student interaction and networking are facilitated and are a key component of the program.

**343****STUDENT ACADEMIC SERVICES OUTREACH PROGRAM**

The objectives of the [Student Academic Services Outreach Program](#) are: (1) to intensify and expand outreach efforts to under-represented student populations; (2) to increase the number of students, disadvantaged by economic, educational, or environmental backgrounds, applying and enrolling at Humboldt State University or other institutions of higher learning; (3) to provide services that enhance access of under-represented students; (4) to improve the retention of under-represented students through supplementary supportive systems; and (5) to develop a more culturally sensitive and diverse campus environment through educational enhancement activities. The program is administered by a program director, who is responsible to the Dean for [Enrollment Management](#).

**344****RECORDS AND REPORTS**

The kinds of records and reports that relate to the academic program and record of the student are determined by the [Division of Enrollment Management and Student Affairs](#) and are made known in instructions that are furnished to students and faculty. For those matters where there is faculty involvement in the process, the Office of Enrollment Management consults with the [Office for Academic Affairs](#).

**345****SCHOLASTIC REPORTS TO STUDENTS**

Grades are available to students via the [Web](#) at the end of each semester. During the semester, students should be aware of the progress they are making in their courses. Formal notification of deficiencies in work is a matter that rests with the instructor.

**346****TESTING PROGRAM**

Entering students are subject to a testing program administered through [Testing Center Services](#). A description of this program is found in the [HSU Catalog](#) in the section on admission.

**347****ACADEMIC ADVISING**

Academic advising is provided by the faculty, and student registration is based upon such advising. Advisors are assigned to students from the department offering the student's major (or pre-major) program. Students undecided with respect to major are assigned advisors selected from the faculty at large and from the Academic Information and Referral ([AIR](#)) Center staff. Technical evaluation (including evaluation of work taken elsewhere for advanced standing, and degree and credential checks to determine whether minimum degree requirements are met) is the responsibility of the [Division of Enrollment Management and Student Affairs](#). Faculty advisors and students with technical questions can get official answers from that office. The Academic Information and Referral (AIR) Center also provides information on general education and academic regulations.

**348****THE ACADEMIC INFORMATION AND REFERRAL (AIR) CENTER**

The AIR Center is a resource for Humboldt State University students, faculty, and staff of information and advice regarding academic policies, procedures and undergraduate degree requirements. AIR staff also support a wide range of registration and records activities, including dispensing information on the academic calendar and registration dates and deadlines; providing support for web registration, including scheduling advice and assistance; directing and advising students on appropriate forms and processes; and reviewing incoming forms such as major changes, applications for graduation, student petitions, educational leaves, transcript requests, withdrawals, etc. AIR Center staff also process and send enrollment and degree verifications, schedule appointments for Office of Enrollment Management evaluators, and provide referrals to other campus entities such as department offices, faculty advisors, [Financial Aid](#), the [Learning Center](#), [Cashiers](#), etc., when appropriate. A goal of the AIR Center is to provide students with accurate information and timely advice as they define, pursue, and succeed in meeting their educational goals.

The AIR Center is a collaboration between the [Division of Enrollment Management and Student Affairs](#) and [Academic Programs](#).

**349****VETERANS**

Basic academic regulations for veterans are indicated in the catalog. Personnel within the Office of Enrollment Management are solely responsible for certifying veterans' enrollment to the Veterans Administration for benefit purposes. From time to time both the Office of Enrollment Management and the [Veterans Enrollment and Transition Services](#) furnish information to students having veteran's education benefit status.

**350****REGISTRATION**

Registration is the administrative responsibility of the [Division of Enrollment Management and Student Affairs](#). Plans for the process are developed in consultation with the [Office for Academic Affairs](#), the academic deans, and [Information Technology Services](#). Faculty are informed of details through memoranda from the Dean for Enrollment Management and material included in the [Class Schedule & Registration Guide](#).

**351****STUDENT TRANSFER TO OTHER INSTITUTIONS**

For those students whose plans include taking work at this university and then transferring to another university or college, it is important to recognize that the student's educational program will be determined by the institutions to which the student transfers.

**352****HIGH SCHOOL VISITS TO UNIVERSITY CLASSES**

High school student groups visit the campus from time to time to participate in various programs. The program of such visits is coordinated by the [Division of Enrollment Management and Student Affairs](#). The department or other unit on campus that plans such programs should keep the Dean informed.

Individual high school students may enroll in specified classes at the University when the high school principal initiates the request for such enrollment and the Office of Enrollment Management, consulting with the department in which the course is given, approves. Policy and procedures for such arrangements were approved by the [University Senate](#).