

Humanities Master of Arts External Degree (HUX)

PROCEDURE FOR TRANSFER OF GRADUATE WORK

Units may be accepted for transfer into the program if they meet the following requirements:

- no more than 9 semester units of graduate (500+) level units in humanities-related subject areas (art, philosophy, history, music, literature, or film)
- completed at another institution prior to or after acceptance into the HUX program, but not used for any other degree
- completed within five years of receipt of this Master's degree

First, determine that the courses are compatible with the HUX program. They do not have to match existing courses in the HUX curriculum, but they do have to come from the five Humanities disciplines in our curriculum, and they need to be similar in approach and methodology (in particular, they should be theory-based rather than professional or practical). Courses that teach how to do something, such as how to teach or how to write creatively, are not acceptable.

Then complete a Request for Evaluation Transfer Graduate Work and **return it directly to the HUX office**. It is sent to the HUX Coordinator for preliminary approval, and then forwarded to the Graduation Unit of the Office of the Registrar. When the student is about to graduate, the Graduation Unit will evaluate the course(s) in terms of class level and Title V requirements.

Please note that, even though we send in your form as soon as the HUX Coordinator approves your request, the Graduation Unit will not review and approve until you are nearing graduation from the program. When the Graduation Unit makes a final determination, it sends the student and the advisor a copy. If your request is approved, the HUX Coordinator will incorporate the coursework into your program. A combination of quarter and semester units may be used to satisfy the total unit requirement. (Transfer rate: 1 1/2 quarter units = 1 semester unit.)

Try to insure that your transcripts are sent directly to the HUX office, and not to the CSUDH Registrar's office. If they go to the latter, they will sit in a folder until someone goes looking for them. You should contact the HUX office (310-243-3743 or ledwards@csudh.edu) about three weeks after you submit your transcript request to make sure that we have your transcripts in the HUX office.