

**CALIFORNIA STATE UNIVERSITY, CHICO
GRADUATE SCHOOL
PETITION FOR EXTENSION OF THE FIVE-YEAR TIME LIMIT
ON A MASTER'S DEGREE PROGRAM**

All requirements of your master's degree program must be completed no later than five years from the end of the semester of your enrollment in the oldest course on the approved program. In special circumstances, a single extension of this five-year time limit may be granted to a maximum of seven years from the end of the semester of enrollment in the oldest course on the approved program. The extension may require taking additional course work or validating expired course work. Approval for the extension is needed from the petitioner's graduate advisory committee chair, the departmental graduate coordinator, and the Graduate School, in that order.

Please submit all of the following to the Graduate School in support of your petition for extension.

1. An extension request is required which includes the following:
 - a. the reasons why you have been unable to complete within the time limit;
 - b. your plan for completing the program;
 - c. the term through which the extension is requested;
 - d. and your current address and telephone number.
2. Recommendations are required from both your graduate coordinator and graduate advisory committee chair regarding the extension request. These can be submitted in the form of separate statements, or as one statement signed by both. Their statement(s) should indicate whether or not you are required to validate expired course work as a condition of the extension.
3. A plan for validating all expired course work that has been approved by your graduate coordinator and graduate advisory committee chair will also be needed if validation is required as a condition of the extension.
4. An Approved Master's Degree Program Plan or Graduation Clearance Form (whichever is appropriate at the time of the extension petition) should be submitted if one or the other is not already on file in the Graduate School.

The petition for extension will be reviewed in this office upon the submission of all required items. You will be notified of the decision in writing shortly thereafter.

VALIDATION OF EXPIRED COURSE WORK

Validation of expired courses (those taken five years or more prior to the date of graduation with the master's degree) may be required in conjunction with an extension of the time limit for completing a master's degree. Validation by registration requires you to enroll in the expired courses as an auditor and complete all assigned work. Validation by examination requires the successful completion of a written examination or report covering the essentials of the course. The instructor will submit the final report or examination to the Graduate School together with a written statement that it satisfactorily demonstrates current knowledge of course content. Other means of course validation may be considered if appropriate for a particular course or situation.