

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

All requirements of your master's degree program must be completed no later than seven years from the end of the semester of enrollment in the oldest course on the approved program. In special circumstances, a single extension of this seven-year time limit may be granted to a maximum of nine years from the end of the semester of enrollment in the oldest course on the approved program. The extension will require the validation of expired course work and may also require the completion of additional 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 needed 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.
3. A validation plan will also be required for each expired course included in your program. The plan(s) must be approved by both your graduate coordinator and graduate advisory committee chair.
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 seven years or more prior to the date of graduation with the master's degree) will be required in conjunction with an extension of the time limit for completing a master's degree program. 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.

**GRADUATE SCHOOL
COURSE VALIDATION**

In conjunction with a master's degree program extension beyond seven years, students must validate all courses that will be older than seven years during the period of the extension. To consider and approve the extension, an individual validation plan is required for each outdated course. Normally validation is completed by examination or written report, and should reflect current knowledge, research, and/or facility in the subject matter and course as it is now taught.

Please provide the following information in outlining each validation plan. You may wish to enter this format into your computer to use as a template.

Name of Student: _____

Course to be validated: _____

Instructor overseeing the validation: _____

Please explain the plan and timeline for validating the course:

Signature of Instructor

Signature of Student

Signature of Graduate Coordinator