

## **Requesting an Extension of the Seven-Year Time Limit for Completion of a Master's Degree Program**

Office of Graduate Studies  
California State University, Chico  
Chico, CA 95929-0875

All requirements of your master's degree program must be completed no later than seven 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 seven-year time limit may be granted to a maximum of nine years. The extension will require validation of expired coursework and may also require the completion of additional coursework. Approval for the extension is needed from your graduate advisory committee chair, your departmental graduate coordinator, and the Office of Graduate Studies, in that order.

**Please collect all of the following items and submit them together as a packet to the Office of Graduate Studies in support of your request for an 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 mailing address, daytime telephone number and email address.
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 request) should be submitted if one or the other is not already on file in the Office of Graduate Studies.

**The extension request 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 Coursework**

Validation of expired courses (those taken seven years or more prior to the intended date of graduation with the master's degree) will be required in conjunction with an extension of your master's degree program time limit. The purpose of course validation is to establish that your knowledge of the course subject matter is current with the course as it is now taught. Validation can be by examination on the essentials of the course, current research and writing in the course topic, or other appropriate means to demonstrate competence in the subject matter. The instructor overseeing the course validation will submit the final report or examination to the Office of Graduate Studies together with a written statement that it satisfactorily demonstrates current knowledge of course content.

## Course Validation Plan

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In conjunction with a master's degree program extension beyond seven years, you must validate all courses that will be older than seven years during the period of the extension. The purpose of course validation is to establish that your knowledge of the course subject matter is current with the course as it is now taught. Validation can be by examination on the essentials of the course, current research and writing in the course topic, or other appropriate means to demonstrate competence in the subject matter. The instructor overseeing the course validation will submit the final report or examination to the Office of Graduate Studies together with a written statement that it satisfactorily demonstrates current knowledge of course content.

**Please provide the following information in outlining your course validation plan.**

Name of Student: \_\_\_\_\_

Course to be validated: \_\_\_\_\_

Instructor overseeing the validation: \_\_\_\_\_

Please explain the plan and timeline for validating the course:

\_\_\_\_\_  
Signature of Instructor Overseeing the Validation

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Graduate Coordinator