

## **Requesting an Extension of the Five-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 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. The extension may require taking additional coursework or validating expired 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. Their statement(s) should indicate whether or not you are required to validate expired coursework as a condition of the extension.
3. A plan for validating each expired course that has been approved by your graduate coordinator and graduate advisory committee chair will also be needed if course 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 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 five years or more prior to the intended date of graduation with the master's degree) may be required in conjunction with an extension of a 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.