



PETITION FOR EXTENDING THE TIME LIMIT

Section I – To be completed by student:

Name: _____ Campus Wide ID No. _____
 Address: _____ Currently Enrolled: Yes No
 _____ Expected Graduation Date: _____
 Degree: _____

I have read the policy on the back of this form and agree to the conditions therein if this petition is approved. I hereby request an extension of the time limit for completion of my graduate degree from five years to seven years for the following reasons. Please provide an explanation of the circumstances preventing completion of the degree requirements within the normal five-year limit:

Date _____

FACULTY RECOMMENDATIONS

Section II – Optional

Reviewed by Department Staff (if required by the department):

Signed _____ Date _____
Department Staff

Section III – Required-To be completed by the Chair of the student's Graduate Committee

I recommend the petition be Approved Denied

Signed _____ Date _____
Chair, Student's Graduate Committee

Section IV – Required-To be completed by the Graduate Program Adviser

I recommend the petition be Approved Denied

Signed _____ Date _____
Graduate Program Adviser

Remarks _____

Section V – Required-To be completed by the Graduate Studies Office, CP-950

Petition Approved. All course work must be completed within seven years (14 consecutive semesters) prior to the date on which all requirements for the degree are fulfilled.

Petition Denied. _____

Signed _____ Date _____

Associate Vice President, Academic Programs or Designee

TIME LIMIT FOR COMPLETION

Policy Statement

All requirements for the graduate degree, including all course work on the student's study plan, should normally be completed within five years. This time limit commences with the semester of the earliest course used on the student's study plan and consists of a total of ten (10) consecutive semesters. When individual circumstances warrant, this time limit may be extended for up to two years (four additional consecutive semesters). *Approvals for extension must be obtained prior to the expiration of the five-year limit.*

Outdated course work (course work older than the student's approved time limit, i.e. normally five years but with approval may be a maximum of seven years) must be repeated. A maximum of nine (9) units of course work may be exempt from this policy if it can be validated. Validation must be accomplished by passing a written comprehensive test of the materials covered by the course being validated or by some equivalent method with prior approval of both the graduate program adviser and the Associate Vice President, Graduate Studies & Research. Courses completed more than ten years prior to the completion of requirements for the degree are not eligible for validation. Any outdated course work which cannot be validated either because of a denial of the "Petition for Validating Outdated Coursework" or because it is in excess of the nine units allowed for validation, must be repeated or updated through the use of additional study plan course work.

NOTE: Outdated transfer courses cannot be validated.