



Division of Graduate Studies
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Petition for Extension of the Seven Year Limit

Instructions for Completing Petition for Extension of the Seven Year Limit

Form must be typed.

The *Petition for Extension of the 7 Year Limit* requires supporting documentation.

Download the petition form and request an appointment with your graduate advisor or department chair to assist you. Incomplete petitions will be returned to the student until all supporting documentation can be provided. This petition is a one-time only extension if granted. No further extensions will be given. Please allow 4-6 weeks for processing.

Title 5 of the California Code of Regulations for higher education requires that a master's degree be completed within a seven- year period. No more than seven years may elapse from the first semester of enrollment after admission and completion of your degree requirements. This is the maximum time allowable. No extensions are granted past seven years. Students working full time should be able to complete a 30 unit program in five years taking two courses each year. Some programs requiring more than 30 units may take proportionally longer to complete, but no extensions will be granted past seven years. Programs may require that students complete all coursework within a shorter time period provided the curriculum, requirements and timelines are clearly stated in the program materials and the sequence of course offerings is adequate for students to meet the required time to completion. Professional programs may require that students maintain continuous enrollment throughout their programs and complete courses in sequence as required for licensure or certification. See department handbooks for requirements.

Form begins on Page 2

PLEASE NOTE: In order to save your personal information on the following PDF forms, you will need to:

1. Install latest version of Adobe Acrobat Reader on your computer. Click here for Free Adobe Acrobat Reader <http://www.adobe.com/products/acrobat/readstep2.html>.
2. Save the PDF form to your computer desktop prior to entering your personal information.

3. **Course Repeats:** Substitution or repeating coursework listed on ATC form. Student must complete or repeat the following course(s):

List courses to be recertified through course repeats or substitutions.

Dept. & Course No.	Course Title	Course completed by Semester/Year

Section III. Student Signature

I hereby certify that I understand I will be held to the above information and the dates by which I indicate the completion of my outstanding requirements. I also certify that I have met with my graduate coordinator or department chair and have reviewed all of the above expired or outstanding coursework with them.

Signature _____ Date _____

Section V. Routing for Academic Approvals

Form will not be approved by Graduate Studies without approval of all other parties.

_____ Print Advisor Name Signature _____ Date _____	Decision <input type="checkbox"/> Approve <input type="checkbox"/> Deny
_____ Print Graduate Coordinator or Department Chair Name Signature _____ Date _____	Decision <input type="checkbox"/> Approve <input type="checkbox"/> Deny
_____ Print College Associate Dean/Designee Name Signature _____ Date _____	Decision <input type="checkbox"/> Approve <input type="checkbox"/> Deny

_____ Dean of Division of Graduate Studies/Designee Signature _____ Date _____	Decision <input type="checkbox"/> Approve <input type="checkbox"/> Deny
Review and Comments _____ _____	

****Please note: In accordance with the Title 5, California Code of Regulations, a ONE-TIME ONLY extension of the seven-year limit may be granted to complete the requirements for the degree. Students will be held to the deadline by which they indicate they plan to graduate. No further extensions may be granted.**