



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.

PETITION FOR EXTENSION OF SEVEN YEAR LIMIT
COMPLETE BOTH PAGES BEFORE SUBMITTING PETITION Revised 2017

Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____
Email Address: _____
Student ID : _____

Date: _____
Graduate Program/Major: _____
Graduate Advisor/Coordinator: _____
Advisor/Coordinator Email: _____
Semester of Admission: _____
Expected Graduation Term: _____

Section I. Justification

Brief explanation for not completing the degree within the seven-year limit.

Section II. Recertification of Expired Courses

I request validation of the following outdated course(s):

List course(s) and course details for expired coursework. **IF MORE SPACE NEEDED ATTACH SHEET**

Dept. & Course No.	Course Title	Semester/Year Taken	Grade	Recertification Methods

Recertification Methods: the following methods can be used to recertify expired coursework.

- 1. Written examination:** A memo from the department that includes evaluators name, questions, and results of the examination(s) upon submission.
- 2. Professional Activity:** Demonstrating currency in the field with professional experience. Attach the current resume/CV and personal statement related to career experience and how the professional activity supports the currency of each expired course.

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	Decision <input type="checkbox"/> Approve <input type="checkbox"/> Deny
Signature _____	Date _____

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

_____ Print College Associate Dean/Designee Name	Decision <input type="checkbox"/> Approve <input type="checkbox"/> Deny
Signature _____	Date _____

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

****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.**