

General Information

From the time of a student's first enrollment, the following time frames are given by CGU to complete the degree requirements:

Master's degree: 5 years

Doctoral degree: 7 years

- doctoral students who have transferred in 12 units have a time limit of six and a half years
- doctoral students who have transferred in 24 units have a time limit of six years

- Students who are **approved for a leave of absence** by the Dean of Students will have their time schedule readjusted.
- **International students** with an **F1 or J1** visa must adhere to the time requirements established by the U.S. Department of Immigration Services which are shorter than those stated above. (Please refer to your SEVIS requirements for specifics)

Instructions for Requesting the Extension:

- A Student requesting an extension of time to complete their academic program must submit the Extension of Time for Degree Request Form to their academic department for approval at least 30 days prior to the expiration of the current time limit.
- The academic department will then forward the approved form to the Office of Admission and Records for final processing.
- Students should **check their records on the student portal for confirmation** that the request has been processed.
 - Refer to the **Student Holds** section → look at the hold called **OUT** and refer to the **Term** listed.
 - **Or students can run an unofficial transcript in the student portal to see the extension notation there.**
- International students requesting an extension of time must also/first request an extension (called a Program Extension) through SEVIS. See the International Student Coordinator to process this request.
- First extensions may be granted for a period of up to one year to students enrolled in master's degree programs and up to two years to students enrolled in doctoral degree programs. Any subsequent extension sought and granted may be for a period of one year. These are maximum periods in compliance with institutional policy, and faculty in certain departments may reduce the period of extension.

Student Information:

Last Name: _____

First Name: _____

CGU ID #254 - _____

Date of Birth: _____ / _____ / _____

Academic Department: _____

Degree Program: _____

I began my academic program in: _____
Semester Year

My current time limit will expire in: _____
Semester Year

I have been approved for _____ number of previous extensions.

I am requesting that my time limit be extended until the first day of the semester I select below. I understand that if this extension is approved my time will expire at the start of the semester selected below: I anticipate that I will complete my degree requirements and file an intent to receive a degree for the semester prior to the semester selected below.

Please select your semester & year here*: Fall Spring Summer 2009 2010 2011 2012

 Student Signature: _____ Date: _____

For Confirmation of Approval:

Please allow at least one week for processing once your academic department has approved. Then, **check your student portal for confirmation** that this request has been processed. You can check in the **Student Holds** section - look at the hold called **OUT** and refer to the **Term** listed. **This term should reflect the newly approved time extension.**

Academic Approvals:

We certify that the student's **attached** plan of study / research has been reviewed and approved by the relevant faculty for the above noted extension.

Faculty Advisor: _____

Date: _____

Dean of the School: _____

Date: _____

For Office Use Only:

Approved Petition #: _____

Denied

Pending

Approval to the first day of class: _____ Signature/Initials: _____

Comments : _____