

## School of Behavioral and Organizational Sciences Institutional Time Limits and Departmental Policy on Extensions

Students in the psychology doctoral program are expected to complete all degree requirements within the time limits stated in the CGU Bulletin:

- If a student transfers in 13 to 24 units of graduate credit, all degree requirements must be completed within six years from the time the student begins at CGU.
- If 1 to 12 units are transferred in, the time limit is six and a half years.
- If no units are transferred, the time limit is seven years.

The SBOS faculty will only approve a request for time extension for a period of one year or less. A student requesting a time extension needs to draft a petition and submit this petition to the Program Coordinator, to be considered by the SBOS faculty. The criteria for granting a request for time extension are the following:

- The first one-year time extension will ordinarily be approved for any student who has completed all required coursework with at least a B average, and has demonstrated evidence of good progress on their portfolio and research.
- The second one-year time extension will be approved only if the student has passed his or her oral qualifying exam.
- A third one-year time extension will be approved only if the student has been advanced to doctoral candidacy and is making satisfactory progress on the dissertation. Advancement to doctoral candidacy occurs when the student's dissertation committee has given its final approval to a dissertation proposal.

As a matter of policy, the psychology faculty will not consider any request that would extend a student's time limit for a total of more than three years. Any leave of absence approved by the Dean of Students will extend the time limit for completion of degree requirements by the period for which the leave was granted, as stated in the CGU Bulletin.

Reinstatement after Time Limits have Expired. A student who's time limits have expired may apply for reinstatement. The psychology faculty will consider requests for reinstatement on the basis of the student's academic record in the program and progress toward completing the Ph.D. degree. Students who request reinstatement may be required to complete remedial course work prior to being reinstated. This additional condition of reinstatement should be expected by former students whose most recent core course was taken more than 7 years prior to reinstatement.

If a student's request for reinstatement is approved, the student ordinarily will be reinstated for a one-year period of time. During this one-year period of time the student must pass the oral qualifying exam if he or she has not already done so. Only students who have passed the oral qualifying exam will be considered for time extensions beyond the first year of reinstatement. Therefore, students should not apply for reinstatement until they are in a position to take the oral qualifying examination within one-year.