

# Spring 2023 Registration Deadlines for Master's Students

## Normal registration schedule

Schedule posted	October 2022
Registration	Nov. 28 – Jan 31, 2023
First day of classes	January 18
Last day to add or drop a class	January 31
Last day to withdraw from all classes and receive a prorated refund (petition required)	March 22
Last day of classes	May 4
Last day of finals	May 11

## Last day to submit special petitions for Spring 2023 <sup>1</sup>

Petitions to Graduate Studies to add 3 unit Curricular Practical Training (CPT) course	February 17
Petitions to Graduate Studies to late add a "normal" course (not CPT, 799A or 799B)	March 3
<b>Petitions to Graduate Studies to add 799A or 799B</b>	<b>March 3 <sup>2</sup></b>
Petitions to Graduate Studies to add 2 unit CPT course	March 24
Petitions to Graduate Studies to add 1 unit CPT course	April 20
Petition to Graduate Studies to late drop	April 20
<b>Request for a Leave of Absence</b>	<b>January 31 <sup>3</sup></b>

<sup>1</sup> Students may petition for schedule adjustments if there has been an administrative error, or if serious, compelling and unexpected circumstances occur after the add/drop deadline.

<sup>2</sup> Petitions to add 799A or 799B will be accepted March 3 – March 24 only if there is a high probability of thesis approval and publication by the May 2023 deadline. (For May 2023 graduation, the deadline for thesis submission is March 24.) See the Graduation Deadline flyer for more details.

<sup>3</sup> Leave of Absence requests must be submitted through my.SDSU.

## Leave of Absence

Every Fall and Spring semester, students must register for classes or petition for Leave of Absence. Leave of Absence requests must be made in your my.SDSU account. Requests for two semesters on Leave of Absence are not possible; a new request must be filed at the beginning of every semester. A maximum of four Leave of Absences can be granted during a student's degree.

Students who are not taking classes or on a Leave of Absence lose matriculation. This means that they do not remain active in their program, and will not be able to register in future semesters. Note that matriculation is NOT necessary in order to apply for graduation, take the comprehensive exam, or file the exam completion form with Graduate Studies. Main campus students do not need to be matriculated for any SDSU Global Campus registration. Courses completed by students who have lost matriculation will not count towards their degree unless a special petition is approved by both the graduate advisor and Graduate Studies. Plan A Master's students: you must be registered in 799A or 799B at the time the thesis is submitted to Montezuma Publishing.

## Time to Graduate

All graduation requirements must be completed within 6 consecutive calendar years (not academic years) after initial registration for a graduate program with < 36 units, and within 7 consecutive calendar years for a program with ≥ 36 units. This includes time spent on Leave of Absence (but not time spent in compulsory service). Plan A students must submit their thesis to Montezuma Publishing by the end of the 6<sup>th</sup> calendar year (for programs with < 36 units) or the end of the 7<sup>th</sup> calendar year (for programs with ≥ 36 units).