

Petition to Extend the 12-Credit Limit for Graduate Study

Student Name: _____

G Number: _____

Graduate Program: _____

If you completed more than 12 credit hours as a non-degree seeking student and wish to include those credit hours in your graduate program, please complete this form and submit to your Graduate Program Director.

- Meet with your advisor to update your planned program of study. Submit a copy of the revised planned program with this petition.
- Record below the courses taken prior to admission to a graduate program:

Course Number	Course Name	Semester completed

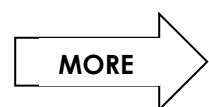
Do you wish to include all of the above courses in your planned program? If not, please list the courses not included in your planned program:

- Record below the courses completed after admission to a graduate program:

Course Number	Course Name	Semester completed

- Record below the courses that you still need to complete:

Course Number	Course Name	Anticipated semester of completion



- Write a letter that addresses why you completed more than 12 credits as a non-degree seeking student.
- Obtain a letter of support from your advisor or Graduate Program Director to include credit hours over the 12-credit limit earned prior to admission to a graduate program.

Return this form and ALL required materials to your Graduate Program Director. The petition will not be considered until all required documentation is submitted.

Student

Name: _____ Signature: _____

Email Address (*please print clearly*): _____

Daytime Telephone Number: _____

The semester/year you anticipate completing the program: _____

Program Advisor: **Approved** **Not Approved**

Name _____ Signature _____ Date _____

Graduate Program Director **Approved** **Not Approved**

Name _____ Signature _____ Date _____

**Students in the College of Education, please submit to the Director of the Student Information & Services Center at 401C DeVos Center before sending to The Graduate School.*

Once approved by the Program Advisor and/or Graduate Program Director, please submit completed forms to:

The Graduate School, 318C DEV
 Contact Name: Trista Bergerud
 Phone: (616) 331-2675
 Email: bergerut@gvsu.edu