

Petition to Extend the 12-Credit Limit for Graduate Study

All petitions are fillable PDFs—no Adobe subscription needed; use the Adobe desktop app to access full features and sign digitally.

Student Name: _____
G Number: _____
Email Address: _____
Phone 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 Signature:		
Anticipated semester/year of degree's completion:		

Program/Faculty Advisor	() Support	() Don't support
Signature:		

Graduate Program Director	() Support	() Don't support
Signature:		

**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.*

Please email the electronic document for final review to: shumwayt@gvsu.edu

Vice Provost and Dean of The Graduate School	() Support	() Don't support
Signature:		