

## Request to Convert Professional Learning into Graduate Degree Credit

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

<b>Student Name:</b>	<b>G Number:</b>
<b>Graduate Program:</b>	<b>Email:</b>
<b>Student Signature:</b>	
<b>The semester and year you anticipate completing your program:</b>	

**Approval of the Graduate Program Director:**

Student has satisfied the request to convert professional learning credit into Graduate Degree Credit:

<input type="checkbox"/> Yes, student will receive credit (CR).	<input type="checkbox"/> No, the student will not receive credit (NC).
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If yes, the student satisfied the request to convert professional learning into graduate degree credit by:

<input type="checkbox"/> Challenge Exam Brief Description (no more than 150 words):
<input type="checkbox"/> Individualized Assessment Brief Description (no more than 150 words):
<input type="checkbox"/> <b>Student will receive</b> ___ <b>credit hours of</b> ___ <b>697.</b>

Graduate Program Director (print name):	Signature of Graduate Program Director:
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If the request <b>is not approved</b> , please provide a justification:
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<b>Approval of the Unit Head:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Unit Head (print name):	Signature of Unit Head:

**Please note there will be a \$250 fee for evaluating the materials.**

**Please email the electronic document for final review to:** [shumwayt@gvsu.edu](mailto:shumwayt@gvsu.edu).

Sent to the Office of the Registrar on \_\_\_\_\_ by The Graduate School.