The Graduate School, 318C DEV
Contact Name: Trista Shumway
Phone: 616-331-2675
Email: shumwayt@gvsu.edu

Types of Petitions

- 12-credit extensions
- 8-year extensions
- Exception to Graduate Student Policies

12- Credit Extensions: When a student has completed more than 12 credit hours as a non-degree student and wishes to include those credits in a degree-seeking planned program, the following materials are needed:

- Letter of support from an advisor and/or Graduate Program Director addressing the specific courses to be included in the 12-credit extension.
- Letter from the student explaining the circumstances (why the student did not seek program admittance at an earlier date).
- Copy of the student's planned program with projected graduation date.
- Any additional documentation or support for the student's request.

8- Year Extensions: When a student has completed courses from a catalog year more than 8 years old and wishes to include those credits in a degree-seeking planned program, the following materials are needed:

- Letter of support from an advisor and/or graduate program director addresses the specific courses to be included in the 8-year extension.
- Letter from the student demonstrating how the student has remained current in the content area (i.e. seminars, conferences, independent readings, professional development courses, tutorials, sequential coursework, coursework from other institutions, additional job responsibilities). The student must also address why the program was not completed in the 8-year time limit.
- Copy of the student's planned program with projected graduation date. Please use the 8-Year Time Limit Calendar to determine which courses will fall outside the 8-year time limit based on the projected graduation date.
- Student's degree audit, if available.
- Any additional documentation or support for the student's request.

Exception to Graduate Student Policies: Students seeking to appeal other graduate academic policies must complete the Academic Policy Exception form and include the following materials:

- Letter of support from an advisor and/or graduate program directoraddressing the specific academic policy for which the student is requesting an exception.
- Letter from the student explaining the circumstances (why an exception to the policy is needed).
- Copy of the student's planned program with projected graduation date (if applicable).
- Any additional documentation or support for the student's request.

Notes:

- If a student needs both a 12-credit extension and an 8-year extension, these requests can be combined on the same petition. The student should supply support for both cases.
- Teaching experience and employment experience that is not progressive will not be considered proof of remaining current in a topic area. Students should not demonstrate how they are utilizing what they learned, but rather how that knowledge is still current in the content area.
- If approved, the student must complete the planned program by the designated graduation date as noted on the petition. If the student does not complete the planned program by this date, the extension will expire and the student will need to file a new petition explaining the delay as well as providing additional support of currency in the content area(s).
- If the petition is approved, The Graduate School will notify the student, the program department, and the Registrar's Office. It is the student's responsibility to apply for graduation according to the Registrar's Office policies and procedures.
- Typical processing time for a petition request is 7-10 business days, depending on staff availability. The processing time may increase if the petition is incomplete.
- If a petition is incomplete, the Graduate Program Director will be notified by The Graduate School. It is the responsibility of the program department to collect the additional information needed to complete the request and submit to The Graduate School.
- Materials may be submitted electronically by email to Trista Shumway at shumwayt@gvsu.edu.