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.

Student Name:	**G Number:**
Graduate Program:	**Email:**
Student Signature:	
The semester and year you anticipate completing your program:	

Approval of the Graduate Program Director:
Student has satisfied the request to convert professional learning credit into Graduate Degree Credit:

☐Yes, student will receive credit (CR).	☐No, the student will not receive credit (NC).

If yes, the student satisfied the request to convert professional learning into graduate degree credit by:

☐Challenge Exam Brief Description (no more than 150 words):
☐ Individualized Assessment Brief Description (no more than 150 words):
☐ **Student will receive ___ credit hours of _____ 697 or credit hours of** .

Graduate Program Director (print name):	Signature of Graduate Program Director:
If the request **is not approved**, please provide a justification:	

Approval of the Unit Head:	☐ Approved ☐ 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**.**

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

Updated 08-01-2026 TLS