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## Continuing Education

From: Registrar  
 Re: Description of the Fresno Pacific University

### Center for Professional Development Workshops

The following statements describe the Fresno Pacific University Professional Development workshops. Further inquiries may be directed to the Continuing Education office at 800-372-5505 or 559-453-2049.

### Fresno Pacific University Center for Professional Development

Fresno Pacific University is accredited by the Commission for Senior Colleges and Universities of the Western Association of Schools and colleges and authorized to offer professional development coursework through Continuing Education. These courses serve a distinct audience consisting of practicing pre-school through twelfth grade teachers and administrators. The primary goal of Continuing Education is to meet the needs of school districts and provide courses that will strengthen the teachers, the school district, and the students they serve.

### Policy Statement

#### 1000 Series – Professional Development Workshops and Conferences

The Fresno Pacific University Office of Continuing Education offers professional development workshops and conferences that are primarily designed for students who have baccalaureate degrees and appropriate teaching credentials. These courses are graduate-level, professional development semester units of credit that are not part of a degree program, but are designed in collaboration with school districts to meet specific staff development needs. As noted on the transcript legend, “one unit of credit is generally associated with fifteen 50-minute hours of classroom instruction.” Students should seek approval of appropriate district or college officials before enrolling in these courses to satisfy any degree, state credential, or local school district requirements.

The FPU transcript legend reads as follows for workshops:

Course Number	Course Category
1000-1999	Graduate-level university credit offered through the Center for Professional Development for workshops and conferences, and not part of a degree program.

### Enrollment Procedures

**Enrollment:** Enrollment in workshops for which Fresno Pacific University professional development units are offered is possible during the first two class sessions. Students must either register online or complete a Registration Form and return it along with payment to the course instructor. Students may take a maximum of nine units concurrently, and may not complete more than 15 workshop units per semester.

**Refunds:** A full refund for tuition, less a \$30 handling fee, will be granted if a course is dropped before the course is 50% completed. After the halfway point, a 50% refund will be granted; after the course is completed, no tuition refund will be issued.

**Grades:** A grade of **Credit/No Credit (CR or NC)** will be issued for all coursework. Credit is equivalent to a B grade or better. Letter grades are not issued. Login/create an account on the CE website at [ce.fresno.edu](http://ce.fresno.edu); click on My Account, then on View My Classes and/or Final Grade Report.

**Transcripts:** Official Transcripts may be obtained **AFTER** you have viewed your grade online. Login/create an account on our CE website at [ce.fresno.edu](http://ce.fresno.edu); click on My Account, then on Order Transcripts.

**Login to the CE Website at [ce.fresno.edu](http://ce.fresno.edu)**