

**Fresno
Pacific
University**

Fresno Pacific Center for Professional Development

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To Whom it May Concern:

The purpose of this letter is to clarify the status of the Center for Professional Development courses offered through Fresno Pacific University.

As the attached documentation states, the courses are **graduate level** in that they are offered to those who have completed undergraduate and/or graduate degrees, as well as teaching credentials. They are not part of a graduate degree program, as graduate level degree programs are offered through the Graduate programs of our university. However, these courses may be used as elective courses on a case-by-case basis in a degree program at Fresno Pacific University. Other institutions of higher education have accepted our courses as electives in their graduate degree programs.

The semester units of college credit are equivalent to semester "hours." As noted on the transcript legend *"one unit of credit is generally associated with fifteen 50-minute hours of classroom instruction."* Transcripts are available by request upon completion of course requirements.

I trust this provides you with a better understanding of our program. Should you have additional questions, please feel free to call.

Sincerely,

Peggi Lee Kriegbaum

Peggi Lee Kriegbaum
Director of Operations
Center for Professional Development