From: Registrar  
Re: Description of the Fresno Pacific University Center for Professional Development Independent Study Courses

The following statements describe the Fresno Pacific University Center for Professional Development independent study coursework. Further inquiries may be directed to the Center for Professional Development office at 800/372-5505, 559/453-2043, or 559/453-3673.

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 coursework through the Center for Professional Development. The Center for Professional Development courses serve a distinct audience consisting of practicing pre-school through twelfth grade teachers and administrators. The primary goal of the Center is to meet the needs of school districts and provide courses that will strengthen the teachers, the school district, and the students they serve.

900 Series – Independent Study Courses
Fresno Pacific University offers independent study courses through its Center for Professional Development that are primarily designed for students who have baccalaureate degrees and appropriate teaching credentials. These courses are graduate level, professional development units that are not part of a degree program, but instead are primarily used for professional advancement. 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 independent study courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>900 – 999</td>
<td>Graduate level university credit designed for professional development and not as part of a degree program.</td>
</tr>
</tbody>
</table>

FINAL GRADE REPORT AND TRANSCRIPTS

BEFORE you order transcripts:
1. Finish the course. Be sure to submit your grade form online to the instructor.
2. Wait to see that your grade is posted on the Final Grade Report PDF that you may print by logging in to the CPD Website and clicking on Final Grade Report. This replaces the blue official computer-generated Grade Report that was formerly mailed by the FPU Center for Professional Development.

TO ORDER your transcripts:
After you have verified that your grade is posted on the Final Grade Report, Login to the CPD Website and click on Order Transcripts, or call the Registrar’s Office at 559-453-2037 for information.

Login to the CPD Website at https://ce.fresno.edu/CPD/default.aspx  
7.2.15
ACADEMIC POLICIES AND PROCEDURES FOR INDEPENDENT STUDY COURSES

Enrollment and Completion Requirements
Enrollment is possible at any time throughout the year. Due to the rigor of these graduate-level courses, the following registration and completion standards have been established.

- The minimum course completion time is three (3) weeks
- Students have up to one year from the registration date to complete a course
- Students may be registered for a maximum of nine (9) units concurrently
- A maximum of six (6) units may be completed in three (3) weeks
- A maximum of 18 units may be completed in a semester.

Semester dates as defined by the Center for Professional Development are:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Spring Semester</td>
<td>January 1 through April 30</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>May 1 through August 31</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>September 1 through December 31</td>
</tr>
</tbody>
</table>

Students may register online with a credit card, or may send a completed registration form and appropriate fees to the Center for Professional Development office, or may dial 1-800-372-5505, using American Express, Visa, MasterCard, or Discover Card.

Instructors are notified daily of new registrants. Course information/materials are then mailed or emailed directly from the instructor, not the CPD office.

Tuition and Materials Fees
The price per course consists of $120 tuition per semester unit plus applicable materials, online and administrative fees. All prices of taxable items include sales tax reimbursement computed to the nearest mil. Tuition and fees are subject to change without notice. Center for Professional Development courses do not qualify for financial aid or loan deferment.

For courses listing a partial materials fee, certain materials may be shared with another student. Students ordering partial materials must ascertain that they have access to all the required materials before ordering. Any shipment of materials after the partial materials have been mailed may be subject to additional postage and handling fees. An additional postage fee may be charged, at the instructor's discretion, to students receiving materials in Hawaii, Alaska, US territories, or foreign countries.

Dropping a Course
Students are permitted to drop a course within four weeks of the registration date. A full refund for tuition and instructional materials, less a $30 handling fee, will be granted if a course is dropped within four weeks of the registration date and all materials are returned to the instructor in their original condition. There may not be materials to return for some courses, but the instructor must be notified for the drop/refund to be processed. After four weeks, a 50% refund will be granted through nine weeks. After nine weeks, there is no tuition refund. To drop a course, login to the CPD Website and click on Submit Drop Form.

Login to the CPD Website at https://ce.fresno.edu/CPD/default.aspx
Drop/Withdrawal Requirements
If coursework is not completed, students must officially drop/withdraw from a course or a "No Credit" grade will automatically be issued one year after the date of registration. Login to the CPD Website and click on Submit Drop Form.

Extensions
Students may request an extension for up to six months. To request an extension PRIOR TO THE ORIGINAL COURSE DUE DATE, login to the CPD Website and click on Submit Extension Form. If students do not complete course requirements within the six-month extension period, a grade of "No Credit" will automatically be issued.

Reducing Number of Units
Students are not permitted to reduce the number of units in an independent study or online course for which they are enrolled.

Receiving Credit
Students must submit satisfactorily completed coursework to the instructor in order to receive credit. The postmark on coursework mailed or date of final email/upload to the instructor determines the completion date. Upon completion of the coursework, it is then the student's responsibility to submit the online grade form to the instructor: Login to the CPD Website and click on Submit Grade Form.

Grades are posted within two business days of notification from instructor. A pdf Final Grade Report is available to print by logging in to the CPD website and clicking on Final Grade Report.

Students may not receive credit for duplicate courses. Grades will not be posted until all tuition and fees have been paid to the university.

Grading System
Independent Study Courses are graded as either “A,” “B” or “Credit,” “No Credit.” “Credit” is equivalent to a letter grade of “B.” A grade of “No Credit” will be issued if coursework does not meet the course requirements. Students must choose a letter grade or grade of Credit when completing the online grade form. The default grade is “Credit.”

A grade of "No Credit" will automatically be issued if coursework is not completed within one year from date of registration, and an extension has not been requested.

Final Grade Reports
Grades are posted by the CPD Office within two business days upon receipt of the Grade Form from the instructor.

The Final Grade Report will reflect the grade in the semester in which the course was registered.

The Official Transcript will reflect the course beginning and ending dates.

Re-Enrollment
Students may re-enroll in Independent Study Courses if they have previously received a grade of “No Credit.” Current tuition/fees will apply.

Grade Appeals
Grade appeals must be made within one year from the date the grade report was issued. Appeals must first be presented to the instructor. If necessary, a second appeal may be made to the CPD Director of Independent Studies, and finally to the Continuing Education Executive Director.

Important Note: Health/Physical Education (HPE) and Computer Technology (TEC) courses do not fulfill the computer or health component requirements for the California Clear Credential.

Plagiarism
All people participating in the educational process at Fresno Pacific University are expected to pursue honesty and integrity in all aspects of their academic work. Academic dishonesty, including plagiarism, will be handled according to the procedures set forth in the FPU catalog.