



Continuing Education

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To Whom it May Concern:

The purpose of this letter is to clarify the status of the Continuing Education 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 various Schools of the University.

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." Course numbers 900-1999 designate courses that meet objectives that cannot be served by established baccalaureate and/or graduate offerings. Coursework offered for college credit adheres to 15 hours per semester unit for 1000 series workshop courses. Transcripts are available by request upon completion of course requirements.

Another question raised on occasion is whether or not our courses are "upper division." The term upper division is defined by our institution as undergraduate level. The Center for Professional Development courses are post-baccalaureate, or beyond upper division. They may, however, be applied as upper division electives on the baccalaureate degree, with prior approval of the appropriate Dean.

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

Sincerely,

Peggi Kriegbaum

Peggi Kriegbaum, MA
Executive Director
Continuing Education