



Center for Professional Development

1717 S. Chestnut Avenue

Fresno CA 93702

Phone: 800/372-5505 or 559/453-2015

Fax: 559/453-2006

<http://ce.fresno.edu/cpd>

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.

POLICY STATEMENT

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:

Course Number	Course Category
900 – 999	Graduate level university credit designed for professional development and not as part of a degree program.
2000-3999	

OFFICIAL GRADE REPORTS AND TRANSCRIPTS

BEFORE you order transcripts:

1. **Finish** the course. Be sure to submit your grade form online to the instructor.
2. **Wait** for the blue official computer-generated Grade Report to be mailed to you from FPU Center for Professional Development.

TO ORDER your transcripts:

After you receive your blue official computer-generated Grade Report,

Login at <https://ce.fresno.edu/CPD/default.aspx> and click on **Order Transcripts**, or call the Registrar's Office at 559-453-2037 for information.

To register for courses, submit online forms, order transcripts and much more, login at <https://ce.fresno.edu/CPD/default.aspx>



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ACADEMIC POLICIES AND PROCEDURES FOR INDEPENDENT STUDY COURSES

Enrollment Requirements

Open enrollment is available for all Center for Professional Development independent study courses. Students may register online at <http://ce.fresno.edu/cpd/>, by phone at 1.800.372.5505 or by mail (download registration form at <http://ce.fresno.edu/cpd/forms/>).

Students may take a maximum of 9 units concurrently. Students may not **complete** more than 15 units in a semester.

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

Spring Semester: January 1 through April 30

Summer Semester: May 1 through August 31

Fall Semester: September 1 through December 31

Students have up to one year from their registration date to complete a course.

A minimum of one week per unit of study has been set, by design, as a standard for all Center for Professional Development independent study courses. Instructors are notified daily of new registrants. Course 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. A telephone and/or 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. Login at <https://ce.fresno.edu/CPD/default.aspx> and click on *Submit Drop Form*.

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Withdrawal Requirements

Students must officially withdraw from a course or a “No Credit” grade will automatically be issued one year after the date of registration. Login at <https://ce.fresno.edu/CPD/default.aspx> and click on *Submit Drop Form*.

Extensions

Students may request an extension for up to six months from the Director of Independent Studies prior to the original due date. To request an Extension **PRIOR TO THE ORIGINAL COURSE DUE DATE**, login at <https://ce.fresno.edu/CPD/default.aspx> 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 within one year of the registration date in order to receive credit. The postmark on coursework mailed or date of final email to the instructor determines completion date. Upon completion of the coursework, login at <https://ce.fresno.edu/CPD/default.aspx> and click on *Submit Grade Form*.

Students may not receive credit for duplicate courses. Grades will not be released 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.

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.

Official Grade Reports

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

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

The 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.

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