

# Fresno Pacific University

## Center for Professional Development

1717 S. Chestnut, Box 2009  
Fresno, CA 93702  
Phone: 559/453-2015  
Toll free: 800/372-5505  
Fax: 559/453-2006

From: Registrar  
Re: **Description of the Fresno Pacific University  
Center for Professional Development Workshops**

The following statements describe the Center for Professional Development workshops. Further inquiries may be directed to the Center for Professional Development office at 1-800/372-5505, 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 course work through the Fresno Pacific University, 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**

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

The Fresno Pacific University Center for Professional Development offers professional development workshops and conferences through its Center for Professional Development that are primarily designed for students who have baccalaureate degrees and appropriate teaching credentials. These courses are post-baccalaureate, professional development units that are not part of a degree program, but are designed in collaboration with school districts to meet specific staff development needs. 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:

#### **ENROLLMENT PROCEDURES**

**Enrollment:** Enrollment in workshops for which Fresno Pacific University Center for Professional Development units are offered is possible during the first two class sessions. Students must complete a Registration Form and return it along with payment, to either the course instructor or directly to FPU/CPD, whichever is applicable.

**Refunds:** A full refund for tuition, less a \$20 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.

**Transcripts:** Official Transcripts may be obtained from the Registrar's Office of Fresno Pacific University. Refer to instructions for Grade Reports/Transcripts on backside of this form or visit the Registrar's website at [www.fresno.edu/registrar](http://www.fresno.edu/registrar)