

GENERAL POLICY

Graduate Professional Development Course

GRST 5999

I. DEFINITION/PURPOSE

1) A graduate professional development course is designed for **continuing education purposes only**.

II. REQUIREMENTS

- 1) The Graduate Studies Council must approve a graduate professional development course during the term prior to the workshop being offered. No exceptions will be made.
- 2) A graduate professional development course must be approved by the Graduate Studies Council each time it is proposed to be offered.
- 3) A graduate professional development course must use the **GRST** rubric and the course number **5999**.
- 4) The instructor of record for a graduate professional development course may be a person without a terminal degree, but that person must have clear expertise valuable to practitioners. The course must have a faculty sponsor who is co-listed with the course provider; but the faculty sponsor does not necessarily have direct contact with the students/practitioners. The faculty sponsor must have graduate faculty status.
- 5) Credit for a graduate professional development courses may vary from one to six credit hours.
- 6) A student in a graduate professional development course must submit a graduate application as a non-degree seeking graduate student on the first day of the course, and pay an application fee equal to 50% of the regular graduate application fee, or be previously admitted to a graduate program. A non-degree seeking graduate student is not required to complete the GRE, the Miller Analogy Test or the GMAT or submit letters of support.
- 7) Graduate credit earned by completing a graduate professional development course cannot be used toward the completion of any graduate degree requirement or as an elective in any graduate program at Fairmont State University.

III. THIRD-PARTY AGREEMENTS

- 1) A graduate professional development course may result from a third-party agreement. If so, the agreement must specify whether the funding from the third party is designated for tuition reimbursement, thus resulting in reduced or waived tuition, or for cost recovery without a reduction in tuition and fees.
- 2) A graduate professional development course where the tuition has been waived will have a special fee based upon the number of credit hours attached to the course.

IV. APPLICATION AND APPROVAL

- 1) The application for a graduate professional development course follows below.
- 2) The request for approval must include a completed application form, a course outline and faculty credentials.

**FAIRMONT STATE UNIVERSITY GRADUATE STUDIES
GRADUATE PROFESSIONAL DEVELOPMENT COURSE GRST 5999
REQUEST FORM**

Course requested by: _____
Course Subject: _____ Course Title: _____ Term: _____
Course Number: (5099 Grant;/Special Topics; 5399 Independent Study) _____ Section: _____ Credit Hours: _____
Course Description: _____

Date(s) to be offered: _____ Day(s): _____ Times(s): _____
Anticipated enrollment: _____ Maximum enrollment: _____
Location: _____ FSU Building, Room #: _____
Instructor of Record: _____
Actual Instructor: _____
Highest Degree Attained: (Please Attach Vitae) _____ Institution: _____
Instructor's place of employment: _____
Instructor's address: _____
Amount of Instructor's compensation: _____

Contract Arrangements (e.g., contracting agency, address, contact person(s), requested tuition reduction*, and payment method): _____

Additional Comments: _____

Required Attachments: Course outline

Required Signatures

Department Chair: _____ Date: _____
College/School Dean: _____ Date: _____
Dean of Graduate Studies: _____ Date: _____
* Vice President for Administration & Fiscal Affairs: _____ Date: _____
Registrar: _____ Date: _____

(* Must receive prior approval for any reduction in graduate course tuition or fees.)

Please sign, make a file copy & forward.