

**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 is available in the Office of Graduate Studies or online at [www.fairmontstate.edu/graduatestudies/student\\_faculty\\_resources.asp](http://www.fairmontstate.edu/graduatestudies/student_faculty_resources.asp)
- 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: (5999 Graduate Professional Development) \_\_\_\_\_ Section: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) to be offered: \_\_\_\_\_ Day(s): \_\_\_\_\_ Times(s): \_\_\_\_\_

Anticipated enrollment: \_\_\_\_\_ Maximum enrollment: \_\_\_\_\_

Location: \_\_\_\_\_ FSU Building, Room #: \_\_\_\_\_

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

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*Required Signatures*

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

College/School Dean: \_\_\_\_\_ Date: \_\_\_\_\_

\* Vice-President for Research & 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 original to the Office of Graduate Studies*