

GENERAL POLICY

Graduate Continuing Education Course

I. DEFINITION/PURPOSE

A graduate professional course is a course which engages non-degree seeking graduate students with credit for professional development workshops, continuing education credits, or credit for engaging in a grant related experience. While these credits may be used for education re-certification or 'plus hours' toward a salary increase, these credits are not designed to be used toward a degree program.

II. REQUIREMENTS

- 1) The Graduate Studies Council must approve a graduate continuing education course during the semester prior to its being offered. No exceptions will be made.
- 2) A graduate continuing education course must use the GRCE prefix and course number GRST 5099 and the appropriate program rubric.
- 3) The instructor of record for a graduate continuing education course must be have prior graduate faculty status at Fairmont State University (affirmed by the Graduate Studies Council) and must be the person who actually teaches the course.
- 4) Credit hours in graduate continuing education courses may vary from one to four credit hours. For each credit hour, there must be the equivalent of fifteen contact hours of course experience.
- 5) A student enrolled in a graduate continuing education course must submit a graduate application as a non-degree seeking graduate student and an official college transcript prior to 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 student is not required to take the GRE, the Miller Analogy Test or the GMAT or submit letters of support.
- 6) Graduate Continuing Education Courses must be either grant funded or third-party agreements. These courses are not paid for by the University.

III. THIRD-PARTY AGREEMENTS

- 1) Graduate continuing education courses 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) Graduate continuing education courses where the tuition has been waived will have a special fee based upon the number of credit hour attached to the course.

IV. APPLICATION AND APPROVAL

- 1) The application for a graduate continuing education course is available online at <http://www.fairmontstate.edu/graduatestudies/forms-resources> or <http://www.fairmontstate.edu/institutional-forms>
- 2) A formal request for approval must include a completed application form, a statement of purpose and need, a two-level course outline, student-learning objectives and a student-assessment plan.

FAIRMONT STATE UNIVERSITY GRADUATE STUDIES
GRADUATE CONTINUING EDUCATION COURSE REQUEST FORM

Course requested by: _____

Course Subject: _____ Course Title: _____ Term: _____

Course Prefix and Number: GRCE Course Number: _____ Section: _____ Credit Hours: _____

Course Description:

Date(s) to be offered: _____ Day(s): _____ Times(s): _____

Anticipated enrollment: _____ Maximum enrollment: _____

Location: _____ FSU Building, Room #: _____

Instructor: _____

Source of Instructor's compensation: _____

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

Additional Comments: _____

Required Attachments: Statement of purpose of need, two-level course outline, learning outcomes, and student assessment plan.

Required Signatures

Instructor of Record: _____ Date: _____

Department Chair: _____ Date: _____

College/School Dean: _____ Date: _____

* Director 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 original to the Office of Graduate Studies