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.
R E Q U E S T  F O R M

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

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**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.