Graduate-Level Semester Credit: University of the Pacific & TPRS Books

University of the Pacific - Benerd College is pleased to award up to three graduate-level semester credits upon completion of coursework with TPRS Books. Established in 1851, University of the Pacific is California's oldest private chartered university and is fully accredited by the Western Association of Schools and Colleges (WASC).

The credits offered are post-baccalaureate, graded, graduate-level semester units of credit. These credits are specifically designed to meet the needs of educators for salary advancement, licensure renewal and/or recertification. The credits are acceptable where local districts approve and applicable to state licensing where authorized. We always encourage that you check with your employer for acceptability of these credits. Course participants are responsible to determine acceptability of these credits for their intended use.

An official transcript with your final course grade is available from University of the Pacific upon successful completion of coursework. The course ending date that will appear on your transcript will reflect the date your completed coursework was reviewed and graded. After submitting your coursework requirements for review, it may take up to one full week to receive your course completion email.

Course Requirements Overview

1. **Complete a TPRS Books workshop, webinar, conference, or district training.**

2. **Submit your certificate during registration.**

3. **Complete a Reflection Paper:**
   For each graduate-level credit attempted, submit a 3-page, single-spaced reflection paper summarizing how you have enhanced your professional development. You may modify, change, incorporate or adapt any inspired TPRS Books strategies to meet your professional development goals and needs. The culminating goal of your reflection paper is to demonstrate how TPRS Books has enhanced and empowered your professional development, teaching skills, and classroom or program setting.

4. **Complete a Time Log** documenting 15 hours of academic involvement per credit.

5. **Email your coursework:**
   Only email coursework as a PDF or Google/Word document.
   Review your coursework prior to emailing to ensure that there is no missing information. Please ensure that your title page information is included correctly and contains all the information below:*
   - **TPRS Books**
   - **Full Name (Last Name & First Name)**
   - **Course Number**
   - **Course Title**
   - **Number of Credits**
   - **Course Beginning & Completion Date**
   - **Phone Number**

**Missing information can delay the grading process and the posting of your grades.*

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Reflection Paper Requirements

3-Page Reflection Paper (per credit attempted):

1 Credit = 3-page reflection paper
2 Credits = 6-page reflection paper
3 Credits = 9-page reflection paper

Length and Format:

- Each graduate-level credit requires a 3-page, single-spaced reflection paper formatted in a standard academic font appropriate for graduate-level work.
- While we welcome pictures and graphics, they should supplement—not replace—the required content. If a graphic takes up half a page, please extend your written content accordingly to ensure the full required length is met.

Content: The following key points and suggestions are provided as guidelines to assist you in writing your reflection paper.

1. **Activities, Projects, Strategies, or Techniques of Implementation:**
    - Describe the activity, project, strategy, or technique you developed as a result of your professional development experience (e.g., workshop, webinar, conference, or training).
    - Include the materials and resources utilized, such as handouts, visual aids, props, books, and learning strategies.
    - Explain why you chose this particular idea and how it addresses your professional development needs or those of your learners.
    - Detail the process of introducing your project and the instructional methods used.

2. **Population Target** (e.g., grade level, type of class, groups):
    - Define the needs and goals of the learners for whom you designed these ideas.
    - Explain how these ideas correlate to the learners' specific needs and/or core objectives.
    - Indicate if these learning methods were designed for special needs students, specific groups within a class, different developmental ages, etc.

3. **Objectives and Goals:**
    - Describe the specific learning objectives targeted and how they relate to the goals of your instructional program.
    - Correlate the objectives/goals to the specific activity/project presented.
    - When appropriate, align the objectives/goals with the Common Core Standards set for your curriculum.

4. **Evaluation Methods Utilized:**
    - Describe how you evaluated the success of the projects you developed.
    - Detail the methods or criteria used to assess the achievement of specific goals.

5. **Overall Outcomes and Reactions:**
    - Include your personal assessment of how the learning objectives and goals were achieved.
    - Describe the reactions of your learners to the implemented projects.
    - Reflect on how you would redesign or change the methods used for future implementations of the projects.

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Coursework Submission

Coursework may be submitted up to 6 months from the date you register, and extensions are always granted upon request. You may also submit your coursework earlier if needed. The course ending date that will appear on your transcript will reflect the date on which your coursework is reviewed and graded. If you require a specific completion date for your course, please specify this date on your title page.

Upon completing your coursework:

1. **Submit your Reflection to:** coursework@teacherfriendly.com
2. **Include as the subject line** in your email: **Coursework Submission - TPRS Books**

Evaluation and Grading

Coursework submissions are graded weekly. It may take up to one full week for your course files to be evaluated and graded, followed by an additional 3-5 days for your course grades to be posted at UOP. You will receive email notifications at every major point in your coursework journey:

1. **Course Enrollment Confirmation:** Confirms that your registration has been received and provides details on course requirements and instructions. **Your credit card will not be charged until your registration is processed.**
2. **Course Approved Notification:** Sent when your registration has been processed and your payment has been charged.
3. **Course Completion Notification:** Sent once your coursework has been evaluated and your grade submitted to UOP for posting.
4. **Grade Posted Notification:** Confirms that your grade has been officially posted at UOP and includes information regarding transcript orders.*

*Note: To ensure your most recent grade(s) are included, **please wait to order transcripts until you receive the "Course Grade Posted" email notification.**

Transcript Information

How do I request an official transcript?

You may order an official transcript after receiving your "Course Grade Posted" email notification:

- **Step 1:** Click on the Transcript Order Link
- **Step 2:** Choose your preferred option: "Ordering your own credentials or academic records" or "Ordering on behalf of someone else."
- **Step 3:** Enter the email address you used to register to begin ordering your transcript(s).

FAQs

ENROLLMENT

What is the cost per semester credit?

The cost is $62 per semester credit. **All university credit tuition fees are paid separately from TPRS Books workshop/webinar fees.**

I am not actively teaching. Can I still enroll in a course?

Yes! You do not need a classroom to take this course. You will develop a plan of action describing how you will implement the strategies you have learned.

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Are tuition fees refundable?
No, tuition fees are not refundable. Once your tuition payment has been processed, there are no refunds. We advise educators to verify that their district will accept the credits prior to enrollment.

CREDITS

How many hours of involvement/coursework are required per credit? Each graduate-level credit requires 15 hours of participation/involvement in the course.

Are these graduate-level courses?
Yes. All university courses offered through the University of the Pacific - Benerd College are graded, graduate-level, professional development courses designed for all teachers (K-12) and related personnel seeking recertification, state licensure, salary advancement, or other professional development opportunities. The credits offered are post-baccalaureate, graded, graduate-level semester credits provided directly through the University of the Pacific - Benerd College. However, **these courses are not applicable toward an advanced degree at the University of the Pacific.**

Will my school district accept these courses for salary advancement/licensing requirements?
Each district and state have different requirements, guidelines, and deadlines for salary advancement and licensing. We encourage participants to familiarize themselves with their district's policies before enrolling. While we have a proud history of helping educators nationwide, **participants are responsible for determining the acceptability of these courses for their intended use.**

Will these courses be applicable/transferable toward my degree?
These courses are not applicable for a degree at the University of the Pacific but may be transferable at the discretion of your institution. An official transcript is available from the University of the Pacific upon successful completion of coursework. While it is possible for the credits earned to be used for salary advancement and state licensing requirements, we cannot guarantee acceptance by any state licensing board or school district. Participants should check with the appropriate agencies for approval before registering. The University of the Pacific is accredited by the Western Association of Schools and Colleges (WASC).

Are these credits transferable to another university?
The credits are not designed to be applicable toward a degree program at the University of the Pacific. Transferability and acceptance of these credits by another university are at the discretion of the respective institution. We cannot guarantee that any state licensing board, university, or school district will accept these credits for these purposes.

SUBMISSION PROCESS

Where do I submit my coursework?
Email your completed coursework to: coursework@teacherfriendly.com. Include "**Coursework Submission - TPRS Books**" in the subject line.

How much time do I have to complete my coursework?
Coursework may be submitted up to six months from your enrollment (registration) date. The enrollment date is the day you receive a "Course Enrollment Confirmation" email. Since enrollment is open year round, coursework submission dates vary depending on when you register.

Can I submit my coursework earlier than my submission date?
Yes, we encourage early coursework submission if you finish before your submission date. This will expedite the process of receiving your unofficial/official transcript. The course end date on your transcript will reflect the date your coursework is received. **Note:** We recommend waiting at least one week after registering before submitting coursework to allow TPRS Books to approve and process your registration; however, you can submit whenever you are ready.

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Can I request an extension for submitting my coursework?
Yes. Simply email our office at info@teacherfriendly.com to request a 2-month extension. Include "Extension Request – TPRS Books" in the subject line.

Can I begin my coursework even if I have not yet been charged for my tuition?
Yes. You may begin your coursework once you have received the "Course Enrollment Confirmation" email notification.

GRADES

What type of grade will I receive for my completed course(s)?
Each professional development course is letter graded and will appear on an official transcript from the University of the Pacific - Benerd College.

How long after submission until my course is graded?
Submitted work is reviewed within 2-3 days. If no revisions are necessary, the course grade is submitted immediately for posting at UOP.

How long does the grading/transcript process take?
After receiving a "Course Grade Posted" email notification from our office, please allow 2-4 weeks (up to 5 weeks during the summer) to receive your unofficial transcript in the mail.

An official transcript may be ordered once you have received your "Course Grade Posted" notification. Official transcripts, either physical or electronic, can be purchased for a nominal fee and sent to the address of your choice. Physical transcripts are mailed via the U.S. Postal Service and may take 2-4 weeks to arrive (up to 5 weeks during the summer). An e-transcript is typically available in minutes, although delays are possible.

Do I automatically get a transcript?
A complimentary unofficial transcript is sent via the U.S. Postal Service once your grade is posted at UOP. Official transcripts, either physical or electronic, can be purchased online for a nominal fee.

UNIVERSITY OF THE PACIFIC

Is the University of the Pacific - Benerd College accredited?
Yes. The University of the Pacific is accredited by the Western Association of Schools and Colleges (WASC). Established on July 10, 1851, it is California's first chartered institution of higher learning.

Thank you for choosing University of the Pacific. We wish you success in your professional development!

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