



Great Valley Writing Project
College of Education · California State University, Stanislaus

University Extended Education Information

Extension credits are awarded by California State University, Stanislaus and can be used toward professional growth credit and advancement on the salary schedule. Credit Information: \$40 per extension unit where 15 hours of training = 1 extension unit. Unit registration forms are provided during the last workshop session and are submitted to the GVWP office by the facilitator. Grades are assigned on a credit/no credit basis.

Payment is due upon completion of the unit registration form and may be made by:

- Discover
- Visa
- MasterCard
- Money order or check (made payable to California State University, Stanislaus)

Forms are submitted to the Extended Education office by GVWP.

Unit Verification letter

All participants seeking units will receive a unit verification letter written by GVWP along with a copy for your records.

Transcript Requests

Please allow 6-8 weeks for Extended Education to post the unit(s) to your student record. To request a copy of your transcript, contact the Records Office in person or call (209) 667-3151. There is a \$4 fee for one transcript and a \$2 fee for each additional copy requested at the same time. Online forms may be found at: <http://www.csustan.edu/EnrollmentServices/Forms-Publications/RequestTranscript.pdf>.

Tax Deduction Information

Treasury regulation 1.162-5 permits an income tax deduction for certain educational expenses (registration and tuition fees and cost of travel, meals and lodging) undertaken to: (1) maintain or improve skills required in one's employment or (2) meet requirements of an employer or a law imposed as a condition to retention of employment, job status or rate of compensation. Refer to current IRS regulations.

Please feel free to contact the GVWP office with further questions.