

# **Enrollment in Academic Courses**

## **Summary**

The university's policy on employees enrolling in academic courses.

## **Purpose**

To provide guidance to employees on enrolling in academic courses.

## **Procedure**

Employees may enroll in courses during the academic semester providing prior approval is given by the department head or immediate supervisor. If courses are scheduled during regular working hours, the employee must continue to work the full week (normally 40 hours) by extending work hours, using lunch breaks. The work schedule must have prior approval from the supervisor.

## **Related USG Policy**

N/A

## **Last Update**

6/5/18

## **Responsible Authority**

CSU Human Resources