

EMPLOYEE CAREER DEVELOPMENT PLANS: NEXT SEMESTER

Where are you in your degree program (i.e. completing GE requirements, starting upper division classes, junior, graduating this semester)?

Explain how the courses you will be taking fit into your degree program (i.e. core courses, electives, general education).

How will these classes help you in your current job, or how will the degree you are working toward help you with your current job or your long-range career objectives?

EMPLOYEE SIGNATURE

To the best of my knowledge the above information is correct. Further, I authorize the Admissions & Records Office to release information concerning my studies, grades, and transcripts to the Human Resources Service Group. Unsatisfactory performance in a course(s) or not maintaining good academic standing (GPA of 2.0 or above for undergraduates, GPA of 3.0 or better for graduates) may be the cause for withholding further approval for participation in this program. I am taking this course(s) under the CSU Fee Waiver program on a voluntary basis and my participation is not mandated by my employer.

Employee's Signature:

Date:

APPROVER SIGNATURES

Immediate Supervisor's Signature:

Date:

Appropriate Administrator's (MPP) Signature:

Date:

Appropriate Administrator's Name (print):

HUMAN RESOURCES USE ONLY

Approved

Denied

Employee Status:

FT

PERM

TEMP (Position Start/End Dates):

Emailed to Bursar

Bursar confirmed

Admission confirmed _____