

**STAFF FEE WAIVER CONTINUING STAFF CAREER DEVELOPMENT UPDATE APPLICATION**

**Instructions:** Return completed form with required signatures to Organizational Development and Training, Human Resources 0046 or email [staff-feewaiver@sjsu.edu](mailto:staff-feewaiver@sjsu.edu).

EMPLOYEE INFORMATION			
Name:	Employee ID Number:	Semester:	Campus of Enrollment:
Department & Zip:	Phone Extension:	Bargaining Unit:	
Street Address, City & Zip:			Email:

COURSE INFORMATION					
DEPARTMENT COURSE #	COURSE TITLE	SECTION #	UNITS	DAYS	HOURS

USE OF STATE TIME APPROVAL	
Approval by the immediate supervisor to attend class during working hours is subject to requirements of departmental workload. One course only may be attended during working hours (EXCEPT UNIT 8).	
Approved to attend class on State time: <input type="checkbox"/>	
Course Title:	Hours per week:
Not approved for attendance on State time <input type="checkbox"/>	Classes taken during non-work hours <input type="checkbox"/>
If not approved, will work hours be adjusted? No <input type="checkbox"/> Yes <input type="checkbox"/>	Hours per week:
Immediate Supervisor's Signature:	Date:

EMPLOYEE CAREER DEVELOPMENT PLANS: CURRENT SEMESTER	
Major:	Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Second Baccalaureate <input type="checkbox"/>
Will you graduate at the end of the semester for which you are applying? Yes <input type="checkbox"/> No <input type="checkbox"/>	
List the courses you are taking during the current semester. If you are not currently enrolled in classes, explain why.	

**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 \_\_\_\_\_